

# SYED FAYAZ SHAH

Master in Finance / Accounting

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**Chinese Language Certified**



*Finance / Accounting specialist having more than **7 years of working experience** in customer Services in multinational banks and companies.*

## **Experience:**

**June-2014 – Till Date**

- Working as an Accountant in Unicorn Marketing Management LLC, Dubai UAE.
- Worked as a Head Cashier / Teller in The Bank of Khyber Pakistan.
- Worked as a Cash / Teller Officer in United Bank Ltd Pakistan.

## **Job Responsibilities at Unicorn Marketing Management**

**Sep-2022 – Till Date**

- Manage cash transactions by using ERP Software.
- Collect payments either in cash or in credit.
- Track transactions on balance sheets and report any discrepancies.
- Coordinate with management and staff to prepare budgets.
- Resolve account payable and receivable issues.
- Perform daily reconciliation of cash and cheques etc.
- Reconciliation of suppliers and receivables balances.
- Managing Income & expenditure accounts.
- Completing analysis of the employee expenditures.
- Initiating and managing financial and accounting software used by the company.
- Corporate documents maintenance.
- Manage petty cash efficiently.
- Prepare Sales & Purchase Invoices.
- Maintain fixed asset record, determine depreciation rates.

## **Job Responsibilities at The Bank of Khyber & United Bank Ltd**

**June-2014– Aug-2020**

- To carry out a Range of Counter Banking Transaction Ensuring 100% Accuracy in Receipts & Payments.
- At the end of each day transactions all tills must be accurately balanced and any discrepancy highlighted to the teller supervisor and investigated that same day.
- To Ensure Full Knowledge & Compliance with the Central Bank's AML Regulations & with immediate reporting to the teller supervisor of any ground for suspicion, including suspected frauds.
- Respond to Internal & External customers promptly & courteously always providing adequate clarification on the information being given.
- Dealing with different currencies i.e. PKR, USD, and EUR & GBP.
- Responsible for ATM Replenishment & Balancing.
- Responsible for Home Remittances such as Westcon Union, Xpress Money, Malik Exchange Transactions.
- Responsible for Utility Bills Collections.
- Responsible for ensuring outstanding customer Services.
- Represent the brand in professional manner and a positive customer experience.

**Qualification**

<b>Qualification</b>	<b>University</b>	<b>Session</b>
Chinese Language Diploma	Harbin Engineering University, China	2019-20
MS in Management Sciences	Abasyn University Peshawar	2016-17
Bachelor of Business Administration	Islamia College University	2010-14

**Skills**

- Enterprise Resource Planning ( ERP)
- Core Banking
- U-Bank Plus
- QuickBooks
- Microsoft Project
- Excel, Word, Power point

**Communication**

- Chinese
- English
- Urdu
- Pashto