



Present Address:
ABU DHABI,UAE

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Additional Information

Nationality: Pakistan

Passport No: JN1805833

UAE VALID LICENSE

OBJECTIVE:

To exercise and develop relevant, professional analytical and communication skills in a work oriented environment to further nurture my knowledge about the workings of an organization and to achieve an eye for detail learning.

SUMMARY:

Graduate in Bachelor commerce presently working in Lulu International Exchange as foreign cashier, profile includes currency changes remittance and planning for good revenue implementing ideas to Achieve desired targets.

LULU INTERNATIONAL EXCHANGE: **FROM FEB 2016 TO DATE** **FLA/FC CASHIER**

Job Responsibilities:

- Preparing of TT (Telegraphic Transfer), DD, & other online product by using “SYMEX”&YOM. i.e. Western Union, Xpress Money, Instant Cash, Ezetop, Trans-Fast, ADDC payments, Local bank transfers etc.
- Collecting of FC from another exchanges or own branches as per customer demand.
- Reconciliation of all online products with SYMEX at the end of day.
- Making membership card for valued customers for future records.
- Funding the salary of WPS registered company & sending of SIF/PIF file to Head Office for further process of salary.
- Checking of every day's market rates for Major countries from competitors.
- Visiting of near about place & walking customers for marketing purpose.
- Exchange foreign currency and update the exchange rate for reference of market.
- Deals in all kind of currencies.
- Perform all other tasks as assigned.

Accountant in Advance Hair Center (LAHORE,PAKISTAN)

From November 2014 to 2015

Responsibilities in Advance Hair Center.

- To work on tally and data entry program.
- Understood and responded to the needs of customers to meet their expectations within the organization parameters and in the best manner.
- Addressing customer and employee issues promptly.
- Increase the flow of customers and retain them.
- Monitoring and controlling the inventory for stock as per branch requirements.
- Assist the Senior Manager in development as per branch and as per organization objectives and also in formulating budgets on year ends.
- Ensured the safekeeping of company assets including structures, equipment and cash in vaults

Months as Internee in Allied Bank Of Pakistan:
(From Aug 2014 to Oct 2014)

Responsible for maintain Cash book, Bank reconciliation statement, General Entries and balance sheet.

SEMINARS AND TRAINING:

SEPTEMBER 14, 2016 Continues Professional Development Training
Al Falah Exchange Co. Head Office
Electra Street, Abu Dhabi, UAE

Educational Qualification:

- B. Com
AL Syed College of Commerce.
- I.Com
Govt.College Gulberg Lahore.
- Metric (Science)
Government Central Model High School Samanabad Lahore.

LANGUAGE:

English, Hindi, Urdu, Punjabi.

COMPUTER KNOWLEDGE:

MS OFFICE, EXCEL, WORD
YOM & SYMEX SOFTWARE
TALLY BAR

SKILLS:

- Team leadership
- Client assessment and analysis
- Budgeting and finance
- Appointment scheduling
- Communication skills
- Message expertise