

Muhammad Waseem Amin



Address: Al Jaffiliya Dubai, UAE
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CAREER OBJECTIVE:

To pursue my skills in a reputable Organization and hold a stable position through hard working and determination.

ACADEMIC EDUCATION:

2012 -	Masters in Commerce (2012)	The Islamia University of Bahawalpur Pakistan
2010 -	Bachelors in Commerce (2010)	The Islamia University of Bahawalpur Pakistan

WORK EXPERIENCE:

- 1 year and 7months experience in UAE Exchange Company Bahrain as a Cashier (Feb 2016 to August 2017)

Responsibilities:

- ❖ To serve customers at teller window in a courteous and professional manner through a variety of transactions.
- ❖ Verify customer's information through checking their identifications & other required documents.
- ❖ Collecting cash from the customers.
- ❖ Inform customer about foreign currency regulations & compute transaction fees for currency exchange.
- ❖ Follow all policies & guidelines carefully including internal security measures legal aspects, and regulation of the kingdom of Bahrain monetary agency to ensure the safety of customers & company asset.
- Working in Finca Micro Finance Bank as a Credit Officer (Sep 2018 to Feb 2023 Bahawalpur Branch).

Responsibilities:

- ❖ Review Loan request.
- ❖ Evaluate Credit worthiness and risk
- ❖ Contact Client together financial data and documentation.
- ❖ maintain updated record of loan application.
- ❖ monitor progress of existing loan.
- ❖ Assess Client Financial Statement.
- Working in Finca Micro Finance Bank as a Teller

Responsibilities:

- ❖ To serve customers at teller window in a courteous and professional manner through a variety of transactions payment & receipts.
- ❖ Daily ATM Replenishments.
- ❖ Preparation of financial statements of the branch.
- ❖ Maintaining of Cash Sorted & Unsorted.
- ❖ Ensure the bank transactions record are properly secured and its authorization.
- ❖ Account Opening form filling & entered into system.
- One-year experience Ahmed Textile Mills Nooriabad as a Store In charge (Sep 2014 to Sep 2015).

Responsibilities:

- ❖ To check Stock on daily basis.
- ❖ To maintain the inventory updated records into the software.
- ❖ To check and ensure received stock against invoices.
- ❖ Using LiFo& FiFo method maintain the inventory.

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➤ **One-year experience in Shamim Group of Industries Bahawalpur Pakistan as an Assistant Accountant (Feb 2012 – March 2013)**

Responsibilities:

- ❖ Maintain Bank Reconciliation Statement on daily basis
- ❖ Record the Transactions into the software.
- ❖ Maintain Cheques on daily basis.
- ❖ To prepare accounting transaction for posting and recording into the software.
- ❖ To maintain all types of accounts.

Certificates:

- ❖ Best Performance Certificates on Quarterly Basis
- ❖ Certificates of Recognition
- ❖ Certificates of Appreciation
- ❖ Certificate of Customer Service Program

LANGUAGES:

- ❖ English
- ❖ Urdu

SKILLS:

- ❖ Interpersonal skills
- ❖ Communication Skills
- ❖ Self-Motivated Skills

COMPUTER LITERACY:

- ❖ Proficient in using MS Office.
- ❖ Through capability of using the internet facility.

INTEREST & ACTIVITIES:

- ❖ Reading
- ❖ Watching current affairs
- ❖ Playing games

REFERENCE:

- ❖ Will be furnished upon request.