

Umar shahzad



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Current Mailing Address:
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Permanent Home Address:
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Personal Information:
DOB & Place:
May 05, 1990
Faisalabad, Pakistan

Height: 5'5'

Passport No: VJ5159201
DOI – 08 MAR 2021
DOE– 07 MAR 2026

Visa Status:
Work Visa (sponsored by AISarea commercial Brokers LLC.
Nationality:
Pakistani

Competency Summary:

- Honesty and Hardworking are my basic working tools.
- Fully committed with work and have ability to accomplish the assigned task effectively and efficiently.
- Have ability to work as a good team member.
- I have more than 8 years multi organizational experience(home country) and also have more than 1 year UAE experience.

Career History

Al Sarea Commercial Brokers LLC (Accounts Manager)

November 01,2021 To Continue...Sharjah, UAE

Al Sarea Commercial Brokers LLC deals with motor insurance brokerage work.

Key Responsibilities

- Daily posting of sale and purchase of insurance policies entries in accounting software.
- Cash collection from customers and payments to insurance companies.
- Sharing of Accounts statements to customer on weekly basis for the purpose to collect outstanding amount from them.
- Profit and loss calculation on monthly basis and submission of reports to management.

Young Welfare Hospital (Manager Finance And Accounts)

March 09,2021 to October 26,2021 Faisalabad (Pakistan).

Younge welfare hospital is working on no profit no loss basis and is providing best medical facilities to poor peoples of the area at very low rates.

Key Responsibilities

- Cash collection from cash counter on daily basis.
- Deposit of collected cash to bank account.
- Payment to doctors(Shares and salaries) ,staff (Shares and salaries)and medicine companies(For medicine purchased during the month) through cross cheques and in cash.
- Preparation of bank reconciliation statements
- Preparation of Profit and loss statement and onward submission to management.

National Bank of Pakistan(NBP) (Officer Grade-II)

February 19 ,2018 to February 18,2021 Faisalabad (Pakistan).

National Bank Of Pakistan is the largest Commercial Bank of Pakistan in Govt Sector.I worked as a Branch Operations manager at NBP for 3 years.

Key Responsibilities

- Customer account openings.
- Passing and clearing of cheques.
- Trasfer of utility bills collection amount to concerned Govt Authority Account.
- Uploading of customer signatures cards in system and also responsible of KYC's updation from time to time.
- Home remmittences payments to customers
- Joint Custodian of Cash Counter and ATM Cash.
- Compliance of Audit paras and submission of audit report replies to audit office.
- Daily conversation with Area and regional office through mails and telephonically related to business matters.

Language:

English
Urdu

Education:

University of
Sargodha, Sargodha
Pakistan.

M.COM

(Finance)

Skills

MS Office
Typing speed
25WPM.

References are furnished
upon request

ZARAI TARAQIATI BANK LIMITED(ZTBL) (Officer Grade-III)

December 09, 2014 to February 15, 2018 Faisalabad (Pakistan).

Zarai Taraqati Bank Limited (ZTBL) is the largest agriculture Bank of Pakistan in Govt Sector. I also worked here as a Branch Operations manager for more than 3 years.

Key Responsibilities

- Sanction of Loan cases of customer after proper verification of documents.
- Preparation and submission of reports related to classified loans, NPLs for recovery purpose.
- Account opening
- Foreign remittance payments to customers
- Compliance of Audit Paras for settlement of Audit reports.
- Correspondence with Zonal and Regional offices related to business matters through email and telephonically.