



## CONTACT

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Dubai Al Qouz 3

Father's Name:

**Name**

CNIC:

**666666666**

Passport No:

**YZ1160232**

DOB:

**05.05.1993**

Nationality:

**Pakistani**

## SOFTWARES

Microsoft Office	●●●●●●●●
Word	●●●●●●●●
Excel	●●●●●●●●
PowerPoint	●●●●●●●●
Photoshop	●●●●●●●●
Premiere Pro	●●●●●●●●
CorelDRAW	●●●●●●●●
AutoCAD	●●●●●●●●

## SKILLS

Work well under pressure	●●●●●●●●
Strong research skills	●●●●●●●●

## LANGUAGES

English	●●●●●●●●
Chinese	●●●●●●●●
Urdu	●●●●●●●●

# AQEEL AHMAD

Designation



## CAREER OBJECTIVE

Experienced, knowledgeable, and highly motivated Reconciliation assistant. An example of a good account assistant with CBD Accounts professional with 2.5 years of experience, with CBD skilled at a wide variety of tasks, including ATM/CDM ledger balancing, Customer accounts, Online Cheques Processing. A reputation for building productive and positive relation with diverse customers resulting in improved customer holding and loyalty. Proven ability to manage a high-volume workload in a calm and positive manner with a solid record of success in trouble shooting and problem resolution. A committed team member who consistently achieves customer service goals and adds significant value to the bottom line.



## EDUCATION

- **University of Islamabad Pakistan**  
Bachelor in Commerce (2014)
- **Business Management university of shanghai China**  
Diploma in Commerce (2018)
- **Board of Intermediate and Secondary Education AZAD KASHMIR (AJK) PAKISTAN**  
Secondary School Certificate (Science Group) (2010)



## WORKING HISTORY & ACHIEVEMENT

### Commercial Bank of Dubai (CBD)

**CONSULTANT COORDINATOR** (Sept 2019 – JAN 2022)

### KEY ACHIEVEMENTS

#### **Reconciliation Assistant. (Client: Commercial Bank of Dubai)**

- Perform verification and reconciliation of Cheques.
- Process and reconcile transactions of complex nature. Maintain appropriate files, documentation, and data.
- Handle inward/outward clearing for respective branches and transfer daily outward files to Central bank within cut off time.
- Repairing various reports to check branch-wise collection/ processing, discrepancies, queries, finance, Accumulated summary for management.

### MAINTAINING DAILY REPORTS

- No. of cases assigned/NO of cases resolved.
- To maintain the requisition cash for all the ATM/CDM on daily basis.
- Maintaining reports for different accounts, including ATM A/C, customer A/C, suspense A/C, & SHORT A/C.

### TRANSGUARD GROUP LLC (UAE)

#### DUTIES:

- ATM/CDM reconciliation.
- Excess/short identification.
- Card/Cheque/Journal reconciliation.
- Key member of journal balancing team.
- ICCS cheques processing.

## Hobbies



## REFERENCES

*Available upon request*



## KEY STRENGTHS

- Good communication how clearly you convey your ideas, plus your ability to listen to others. Highly responsible in customer satisfaction.
- Keen interested learning new things and prioritizing multiple tasks to meet deadline.
- Effective leadership in absence of seniors having positive stress tolerance is being able to stay calm without getting carried away by strong emotions of helplessness.
- Planning skills sharing ideas with colleagues and seniors.
- Teamwork and interpersonal skills as a team and as a one family.
- Self-management.
- Quick learner and keen to have relevant work experience.
- Ability to establish and maintain professional relationships with clients, colleagues, and external bodies.



## COMPUTER SKILLS

- Good typing speed for numeric and alphabetical data input.
- Microsoft OS (XP, Windows 7, window 8, window 10)
- Having excellent working knowledge and experience of MS Word, MS Excel, MS Power Point, over 7 years
- Outlook, Internet, and Multimedia.
- Hardware/software 9-month academic course.
- Excellent knowledge of software