

NAZISH KHAN

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Visa: Residential



CAREER OBJECTIVE:

To evolve as a successful professional in this dynamic world, work in a challenging business environment, part of high performance team that can utilize my experience, exposure and dedication to contribute to the organization and to achieve a responsible position in the organization.

CAREER PROFILE/SKILLS:

- Analytical thinking approach and good interpersonal skills
- Team Player and good time management skills
- Strategic prospecting skills & efficient in resource management.
- Good communication skills both written and verbal

PROFESSIONAL WORK EXPERIENCE:

Company: Lulu International Exchange LLC

Tenure: Apr-2018 till date

Designation: Front Line Associate

Responsibilities: During my tenure I was responsible for;

- Buying & Selling Foreign Currency on daily basis.
- Processing transactions through online products i.e. transfast, Western Union, Money gram, RIA etc
- Processing remittance transactions of customers for various corridor.
- Manage & Tally Cash on daily basis.
- Direct handling of all Customers & queries.
- Processing utilities bills i.e. ADDC Bills, Etisalat etc.
- Processing salaries of customer through WPS system.

Company: Alfalah Exchange Company

Tenure: 24th Jan-2017 till March 2018

Designation: Account executive

Responsibilities: During my tenure I was responsible for;

- Reconciliation as well as settlement of online product like Western Union, transfast.
- Reconciling of inter branch on daily basis, and informing branches for any pending entries.
- Posting entries on daily basis for Forex Deal and correspondence with treasury department.
- Passing journal entries in the system and updating file for supporting documents.
- Assisting accounts in charge during external audit.

- Compiling banks statement and other invoices properly in the file.
- Assisting accounts in charge during closure of books on monthly basis.
- Extraction of daily reports, and sharing with higher management for their perusal.

Company: Chartered Account Firm Vishal Panday & Company

Tenure: June 2016 – Dec 2016

Designation: Account executive

Responsibilities: During my tenure, I was responsible for;

- Checking invoices
- Checking accuracy of Balance sheets
- Ensured all performance standards, controls and compliance
- Maintaining a level of excellence in verbal and written communication
- Plan and execute multiple task of the company

ACADEMIC EDUCATION:

| DEGREE/CERTIFICATION | EXAMINING BODY: | YEAR |
|----------------------|-------------------------------|------|
| LLB | Lucknow University | 2015 |
| Bachelor of Commerce | Lucknow University | 2011 |
| Intermediate | City Montessori School (ISC) | 2007 |
| Matriculation | City Montessori School (ICSE) | 2005 |

ADDITIONAL SKILLS:

- Computer Operations : MS OFFICE, DOS, WINDOWS
- Business Professional Software : ACCOUNTANCY

CERTIFICATION:

Certified Professional Accountant from National Institute of Finance and Accounts

The program covers business Accounting, Banking, Income Tax, Sales Tax, VAT, Excise, Service Tax, Investment Insurance ROC and legal Documentation with Proficiency in 8 accounting software.

PERSONAL DETAILS

Date of Birth : 14 Sep, 1989
Marital Status : UNMARRIED
Language : ENGLISH, HINDI & URDU
Passport no. : P5992268