

# CURRICULUM VITAE

## **Muhammad Faizan Shahid**

Industrial area 6 ,Sharjah , UAE

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### **Banking & Finance I Operations Management I Cashier & Teller I Financial Analysis I KYC I AML I Service officer I Client, Operational & Financial Excellence. CUSTOMER SERVICE STAFF**

Muhammad Faizan Shahid is an Adept cashier of money exchange and Accounts Professional with 5 years of Experience, Who Possesses Strong Understanding of all aspects of Accounting and Financial Management. Proven ability to Manage Multiple Assignments, while Meeting Tight Deadline Schedules. Recently Performed a Multi-Tasking Job in Ravi Exchange as a “Front line agent” and Responsible for all Accounts payments and foreign currency Related Activities inward remittance, outward remittance of Western union or RIA network...Etc.

Proven Track Record of Performing Work in an Ethical Manner, while Consistently Maintaining the Integrity of All Financial Data. Strong building Relationship Skills and Effective Collaboration with Management, Co-Workers, Vendors and Clients. Possess strong business & financial acumen, with experience in financial investigations, AML/DD/KYC, and end to end branch operations including payments & deposits, capital accounts, trade finance, payment's recovery, hedging, customer acquisition & retention

A collaborative leader, proficient at leading overall banking, financial & operational functions; skilled at organizing workflows, prioritizing tasks, and delivering high quality on tight deadlines; articulate communicator with strong interpersonal skills, recognized for building high performing teams, comfortable working at multiple levels including high level strategy and day-to day financial operations.

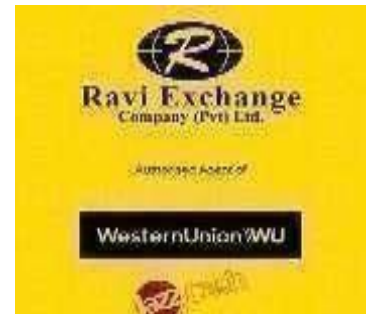
### **WORK EXPERIENCE:**

#### **Ravi Exchange Company Pvt limited.**

#### **Cashier and Teller:**

JAN 2020 TO DEC 2021

Lahore ,Pakistan. Ph 042-111-529-529



### **Duties & Responsibilities**

- Prepare Daily Cash flow Reports. Carry out branch transactions smoothly and in a timely manner.
- Ensure all duties are carried out in accordance with the stipulated business and Anti- Money Laundering policies and procedures.
- Preparing filling of ACR ( Automated Computerized Receipts. Treat customer information with appropriate levels of confidentiality.
- Follow-up EDD (Enhance Due Diligence) and identify high risk transactions Responsible of CTR and STR ( Currency and Suspicious transaction reports) Preparing, summarizing and analyzing internal management reports Preparing reports for final audit and interim audit. Customer—oriented and with good interpersonal skills.
- Manage cash / cheque transactions at the counter and ensure delivery of quality service to customers while adhering to operational controls. Process successful transactions for Money Exchange, Remittance, Western Union, Instant Cash, Instant Draft & Value Added Products.
- Primary point of contact for customers supporting inquiries on financial transactions.
- Supported end to end financial transactions through bank clerical functions. Owned additional responsibilities as a DBMC - Digital Banking Marketing Co• coordinator, Digital Banking Specialist, POS specialist & Travel card specialist for the branch.
- Key provider of digital banking solutions to new and existing clients. Processed deposits, payments from customers and recorded all transactions into the banking system.
- Educated & guided customers on banks products & services & assisted them to digitalize through banking apps & internet banking. Ready to work in 7 days a week & multiple shift & rotations

# **Carry out branch transactions smoothly and in a timely . Riaz and Tariq Electronics Trading LLC. UAE Accountant**

December 2021 to Continue Sharjah, UAE.

## **Duties & Responsibilities**

- *Preparing and Maintaining important financial reports.*
- *Prepare monthly statements (Balance sheets and income statements).*
- *Create Invoice, Sales order and Purchase order at Peach tree Accounting software.*
- *Maintain all records.*
- *Enter all daily transaction journal entries in software.*
- *Clearly Communicate Problem/Resolution of Companies Accounts to Senior Management.*
- *Participate in Meetings with Team Members, and Senior Staff. Able to work under pressure*
- *Responsible to Prepare Salaries of All The Branches and Also Prepare Related Reports*
- *Flexible to work anywhere in the UAE on shifting schedule. Punctuality, Commitment, Accountability, a Good Team worker*

## **Relevant Skills:**

Electronic Data Processing Knowledge:

Excellent in Accounting and Microsoft Office Programs:

***Peach tree, Tally ERP and Quick book.***

***Maintain inventory with the help of these software's.***

MS Word: Excellent skills in editing typing and maintaining documents.

PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.

Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis. Outlook: Very much familiar to use outlook. Proficient in MS office applications. Technical expert in computer applications.

## **EDUCATIONAL BACKGROUND:**

### **Bachelor In Commerce :**

University of Punjab Science and Technology *Lahore, Pakistan.*

2017 To 2019

Bachelor Degree Holder; Attested educational certificate.

### **Certificates:**

Brain groups of Colleges, Branch no 7 Gt road Lahore, Pakistan.

Peach Tree , Tally ERP, Quick book and Advance MS Excel.

## **Languages:**

English 100% , Hindi 100% , Urdu 100% Arabic 30% .

## **Personal Summary**

Date of Birth: 27-10-1997

Nationality: Pakistani

Visa Status: Own visa.