



MUZAMIL

Western Union Agent and Data Entry/Accounts
Professional

DETAILS

Contact

Sharjah, United Arab Emirates
muzammilbaloch159@gmail.com
+971508441322

Nationality

Pakistani

Date / Place of birth

10-08-2001
Islamabad

PROFILE

As a motivated **Western Union Officer** with over 2 years of experience in a fast-paced environment, I am interested in securing a position within a team that encourages growth and emphasizes leadership and professionalism.

Accountant/Business Consultant Objectives; Dynamic, creative and proactive Accountant seeking a long-term opportunity within the business community, where my professional, experience, education, and abilities would be advantageous to the growth of my employer and my self. Qualified Degree in Accountancy with 2 years Financial Accounting, Public Finance and Financial Management experience

Positive and friendly **Data Entry Clerk** with 2 years of career experience in administrative office work. Good proficient typist. Adept in the use of transcription equipment and software and knowledgeable in coding. Possesses excellent communication skills and laser-focus on details.

EMPLOYMENT HISTORY

Western Union & Data Entry Operator, AA Exchange Pvt Ltd, Islamabad

JANUARY 2018 – JANUARY 2020

- enters the consumer's information into the Western Union system, checks their identification and collects the cash (including the sending fee, dealing customers politely with giving our best for assisting and providing services.
- Greeted customers in a timely fashion, while quickly determining their needs. (by phone or in person)
- Maintained excellent customer relations
- Developed customer rapport
- Processed cash and credit payments rapidly and accurately.
- Processed money wiring transactions to both Domestic & International destinations. (Sending, Receiving, Bill Payment, etc.)
- Responded to all customer inquiries thoroughly and professionally.

Assistant Of Accountant , Merlin Buffet System Pvt Ltd (UK), Leeds

MARCH 2022 – APRIL 2023

- Reporting to the Accountant.

- Closing of monthly accounts and preparing financial statements for submission to the council.
- Scrutinizing source documents for completeness, accuracy and validity.
- Preparing worksheets and assisting with the preparations of financial statements.
- Responding to queries from staff members and internal auditors.
- Monitoring and reviewing methods utilized to remit payments.
- Reviewing incoming payments instructions with regards to banking details and sources of funds..
- Creating receipts of deposits for all incoming funds.
- Assisting staff members with queries on payments of deposit - related issues.
- Monitor and analyze all transactions for entry into the accounting system.
- Maintaining fixed asset register for council using Sage.

Data Entry Operator , Web Solutions Plus (SMC-PVT) LIMITED, Islamabad

OCTOBER 2017 – JANUARY 2023

- Completed data entry tasks with accuracy and efficiency
- Scanned documents and saved in database to keep records of essential organizational information
- Verified data files prior to entry to maintain high data accuracy
- Corrected data entry errors to prevent later issues such as duplication or data degradation
- Kept office supplies well organized and sufficiently stocked, placing orders promptly to replenish materials before depleted

EDUCATION

Bachelor In Commerce , Allama Iqbal Open University, Islamabad

JUNE 2020 – MAY 2023

"GRADUATION"

F.SC, Government Boys Degree Collage, Umarkot,Sindh

MARCH 2016 – MARCH 2018

"INTERMEDIATE"

Matric, Government High Secondary School , Umarkot,Sindh

MARCH 2014 – MARCH 2016

"SECONDARY EDUCATION"

SKILLS

Adaptability

Customer Service

Communication and Presentation

Microsoft Excel

Computer Skills

Ability to Work in a Team

Management Skills

Microsoft Office
