

Faizan Durrani



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Building 168, Flat 05, Maysaloon, Sharjah, 📍
United Arab Emirates

OBJECTIVE

"To use my skills in the best possible way for achieving the company goals"

EXPERIENCE

Habib Bank Limited Islamabad, Pakistan

October 2021 - May 2023

Verification Officer - EAMVU

Third party contract with FSC- Integrated Services
Private Limited Assigned to Habib Bank Limited

Habib Bank Limited Islamabad, Pakistan

December 2016 - September 2020

Verification Officer - EAMVU

Physical residence & office verifications, Products
(Auto loan, credit card, Home loan, and Personal loan)
Financial documents verification, Merchant
verification, Maintain daily MIS report, Cross
verification, Record maintenance, TAT control, Capture
fraudulent cases/Documents Helping the CIU analyst
to take decision.

Ardh Al Ahlam Private Buses Transport Sharjah, United Arab Emirates

June 2013 - September 2015

Administrative & Accounts Officer

To make new and renew of company vehicle license
Maintain daily Traffic fines Dubai & Sharjah
Maintain daily Salik account Dubai & Sharjah
Company bank accounts handling
Prepare payroll monthly. Prepare Quotations.
Prepare agreements.
Maintain receivable record.
Funds transfer ATM to other bank accounts. Company
payable sheet.
Bank reconciliation
Maintain vehicle record.
To make new and renew of company vehicle license

Black Box Sounds Islamabad, Pakistan

September 2011 - April 2013

Accounts Officer

Maintain daily cash book, Maintain Bank book, Petty
cash sheet.

Maintain Projects expense sheet.

Preparation of credit, payment & cash vouchers with
accounting codes.

Cash handling (Inflow & out flow).

Generate daily, weekly and monthly reports as per the
instructions of senior Management and assist
Manager Finance on Accounts related matters.

Company bank accounts handling.

Perform any other related duty as and when required
by the respective managers. Prepare
salaries monthly.

Funds transfer ATM to other accounts

Company payable record

Projects payable sheet & Bank reconciliation

EDUCATION

Aiou University Islamabad

2014

Bachelor's in Commerce

Federal Board Of Islamabad

2007

Intermediate

IMCB College F-8/4 Islamabad

2005

Matriculation

SKILLS

Decision Making

Quick Learner

Communicate with clarity