



SADAF ABDULRAHEMAN PATEL

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BRIEF BACKGROUND

Strong academic background in banking, accounting and a track record in providing exceptional customer service.

SUMMARY

Friendly and approachable individual, enthusiastic to create positive and welcoming recognized first impressions. Effectively understands the concerns of others and practices "listen first" policy. Recognized for diffusing tense situations and anticipating others' needs before expression. Emotionally intelligent, able to utilize self and others' emotions in a healthy and productive way.

PRESET LOCATION: AJMAN UAE.

EDUCATION

- Masters in commerce (Business Administration) from Mumbai University (2017)
- Bachelor of Commerce (Banking and Insurance) from Mumbai University (2015)

Course work: Accounting (Financial management), Financial Markets, Taxation, Business Ethics.

WORK HISTORY

- **DESIGNATION**- Banking Clerk.
- **WORK EXPERIENCE**- 6 years (2018-2023)
- **NAME OF ORGANIZATION**- Koka Mercantile Co-Operative Bank Ltd.
- **PLACE**- Mumbai (India).

▪ **WORK OPERATION-**

- CASH MANAGEMENT
- CUSTOMER HANDLING
- EXECUTING TRANSACTIONS
- CLEARING CHEQUES
- MAINTAINING MIS
- MAINTAINING LEDGER
- FIXED TERM DEPOSITS
- LOANS AND RECONCILIATION OF ACCOUNTS

TRANSFERABLE SKILLS

- Able to multitask
- Exceptional attention to details
- Strong clerical skill
- Able to organize and implement group activities
- Processing payments and cash handling
- Knowledge of accounting and bookkeeping.

TECHNICAL SKILL

- MS Word, Excel and PowerPoint.
- Internet and email
- Proficient in mathematics and accounting.

PERSONAL INFORMATION

- AGE-29 YRS
- MARITAL STATUS- Married
- CHILDREN: MALE CHILD (7 YRS OLD)
- NATIONALITY- Indian

VISA STATUS : SPONSERED VISA (HUSBAND)

SADAF AR PATEL

10th May 22, 2023