

## **CURRICULUM VITAE**

**HIZBULLAH HAFTA KHAN**

**Contact:** +971 528397780

**E-mail:** [hizbullah0072000@ymail.com](mailto:hizbullah0072000@ymail.com)



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### **Cover letter:**

I am a hardworking professional with a good professional experience and education. I am willing to join a company where I can grow and enhance my skills. I have around 8 -years' experience as operation officer, accountant and as cashier. I did MBA in finance. I worked for 2 years as accountant in Salam Trading Corporation (STC) in Pakistan. Currently I am working in **GCC Exchange** as a Teller, FC cashier with operation and customer service duties from March 2022. I have UAE valid driving license.

### **Organizational Experience:**

**Position:** Teller-FC Cashier

**Company:** GCC Exchange-Dibba Branch

**Duration:** March 7<sup>th</sup> 2022 till date

- Counter Staff and Cash Handling Teller.
- Expert in WPS job in the branch, registering new companies and putting salaries of employees of companies on monthly bases.
- Proficient in FC Handling.
- Expert in handling TT, Bill payments & Money products (Ria Money transfer, Instant cash & MoneyGram).
- Conduct External Marketing Activities for the branch and bring new business.

**Position:** Retail Business Development Executive-Pakistan Corridor

**Company:** UAE EXCHANGE CENTRE LLC

**Duration:** December 2017 to Feb 2022.

- Work with management to develop and implement the business development strategy for a defined territory and Corridor.
- Coordinate with management and customers to identify business development opportunities with the existing and new customers.
- Update and maintained customers information database.

- Acquisition of the new customers.
- Attending different events in area.
- Establish strong customer's relationship by providing accurate and timely information about products and rate.
- Collecting leads of the companies for WPS and forward to the related department.
- Planned and implemented various products campaigns to achieve the company target.
- Conducted meetings with existing and new customers.
- Collecting leads of the company for corporate transactions.

**Position:**      **Operation Officer and Teller**

**Company:**      **UAE EXCHANGE CENTRE LLC**

**Duration:**      **January 2012 to November 2017**

**Job Duties:**

- Remittance operation sending money to all around world by western union, express money and to bank account.
- Work as teller and accept cash over counter and work as FC cashier also buy and sale foreign currencies mostly Dollar, Euro, GBP, Omani, Saudi, Qatari, INR, PKR, BDT, IDR, THB, Bahrain Dinar etc.
- Open NRP accounts for Pakistan Corridor mostly for UBL bank and MCB bank.
- Cross selling of different products like National bond, FGB, Go cash cards and Gold cards.
- WPS, registering new companies and putting salaries of employees of companies on monthly bases.
- Payment of all credit cards and bill payment of mobile phones DU and Etisalat.
- Payment of Air Tickets Air Arabia and Fly Dubai.
- Familiar with cash tallying process which is done on daily basis at closing time.
- Attending phone calls of costumer regarding different complains and Currency rates.
- Monthly visiting two times to labor camps for company promoting company products and sales.
- Flexible over the counter and ability to attend all costumers with confidence.
- Having friendly long-lasting, trusting relationships with customers.

**Organizational Experience:**

**Position:**      **Accountant (From 1 January, 2008 to 31 October, 2011)**

**Company:**      **SALAM TRADING CORPORATION (STC), PAK**

**Job Duties:**

- All aspects of accounts payable including processing invoices after correct approval, supplier reconciliations, bank and cheque payments, client disbursement entry.

- Accounts receivable, including preparing cheques for banking, posting receipts, producing receipts for clients when necessary, notifying the relevant staff, checking for payable disbursements, preparing client statements.
- Bank reconciliations daily and monthly of company accounts
- Petty cash and expenses – checking receipts, authority and charge codes for payments to staff for expenses by monthly, entering details and making cash payments, reclaiming personal charges made via suppliers, petty cash reconciliation
- Billing – Assisting and monitoring billing subordinate for preparing bills, credit notes, write offs and general queries regarding billing. Filing the hard copies, checking there are none missing
- Weekly cash flow report for management.
- Salaries – Monthly payroll calculations, produce pay slips, prepare the Bank payments for staff and partners, prepare WPS payment, and distribute wage slips.
- Month end reports – Accruals and prepayments, fixed assets, maintaining deposit spreadsheets, personal accounts, maintain staff loan spreadsheet, journal entries, management recharges
- Providing analysis of monthly variances to budget.

### **Organizational Experience:**

**Position:**      **Internee (From July, 2006 to August, 2006)**

**Company:**      **THE BANK OF KHYBER, PAK**

### **Job Duties:**

- Customer Handling
- Accounts Opening
- Western Union
- E-remittance
- Cheque Book issue to Customer
- Scanning of Signature Card
- Daily report to Branch Manager

### **Academic Details:**

- Master's Degree in business administration, Gomal University, Pakistan
- Bachelor's Degree in business administration, Gomal University, Pakistan

**Certificate of Appreciation:**

- Certificate of the Best staff of the branch awarded for the year 2013
- Certificate of the Star performer and Best customer services in 2014
- Certificate of the Best performer of the area in **Retail Business** in 2018

**Technical Skills:**

- Strong marketing and sales skills, Goal setting, Collaboration, Defining problem,
- Amigo, Express Money, Western Union, QuickBooks Accounts Software, Microsoft Office, Documentation.

**Personal Details:**

<b>Father's Name</b>	:	Hafta Khan
<b>Date of Birth</b>	:	30 <sup>th</sup> March 1981
<b>Language Known</b>	:	English, Urdu, Pashto, Hindi, Panjabi
<b>Nationality</b>	:	Pakistani
<b>Religion</b>	:	Muslim
<b>Visa Status</b>	:	Employment (Transferable)
<b>Driving License</b>	:	U.A.E Valid driving license

**Declaration:**

I hereby declare that all the information put in my resume are absolutely correct and I am ready to accept challenges of the future changes in the field and can work with any platforms of application.

Hizbullah Hafta Khan