



MUHAMMAD FARHAN

OPERATIONS EXECUTIVE

Dubai
+971582402680
mfbhatti007@gmail.com

OBJECTIVE

Energetic, Optimistic and Experienced with over 2 years in Banking and a Successful Entrepreneur. Skilled up with Customer Excellence, Team Management, Quality Analyst, Customer Satisfaction. Seeking a Job opportunity in an organization where they would offer a challenging and dynamic work environment, enabling me to add value to the organization with my dedicating work nature. I am a passionate worker and I give my best to produce outstanding results..

SKILLS

- Well Developed Business Acumen
- Basic Accounting and Finance skills
- ENTREPRENEUR
- Customer Service, Banking Products Sales
- Microsoft Office

LANGUAGE

- English
- Urdu
- Punjabi

EXPERIENCE

Jan 2022 -
Present

NMC Hospital

Customer Services Assistant

- Greeting the walk-in and exiting customers and patients in prescribed scripts.
- Patrolling and monitoring activities in the premises regularly to ensure the environment is safe and secure.
- Controlling the entrance and departure of employees, visitors and vehicles according to protocols.
- Making detailed reports on daily activities and any incidents that may have occurred.
- Training and posting new staff in security. Maintaining the daily log books. Answering phone calls, dealing with fire alarms.

Oct 2018 - Sep
2021

Toyota Cantt Motors LHR Pakistan

Junior Accountant

- Maintaining accounts receivable and payable document bills and supporting documentation, ensure timely payment of invoices, confirming validity of the debt and gathering appropriate signatures
- Updating financial records via accounting software
- Gathering payroll expenses and input into appropriate entry line
- Preparing quarterly budget under the purview of senior management
- Analyzing financial statements and prepare balance sheets.

Feb 2017 - Sep
2018

MCB Bank LHR Pakistan

General Banking officer

- Examine checks, sort and file deposit slips. Preparing currency transaction reports and ATM.
- Receiving mortgage, loan, or public utility bill payments, verifying payment dates and amounts.
- Clearing, Transfer cheques, Bankers Cheques lockers as well, cheque book balancing, ATM card balancing. Remittances inward outward, salary Transfer and posting.
- Receiving, counting and Sorting daily inventories of cash from state bank and cash houses, Cash handling by balancing the physical inflow and outflow of debit and credit by vouchers.

EDUCATION

2016

University of Lahore Pakistan

BS HONS Accounting and Finance
2.5

2012

BISE Lahore Pakistan

Intermediate Higher Secondary School
Certificate

COURSE

IELTS
6.5 Bands

SIRA
Dubai