

CV

M ADEEL ZULFIQAR

Contact: +92306-8079787

OBJECTIVE

Seeking a position in the Financial and banking field where excellent analytical and technical skills can be utilized to improve the company's profitability..

To obtain a position in the Foreign exchange field where I can utilize my work experience and education to improve company's



ADDRESS

[Chak-19 PO Pattoki city
Pattoki Dist kasur Punjab



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0306-8079787



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WEBSITE

[N/A]

WORK EXPERIENCE:

CASHIER FC-LC (JAN 2021 TO Till Date)

Ravi Exchange Company Lahore Pakistan

Remittance Officer (July-2017 TO April-2020)

AA Exchange Company Lahore Pakistan

Internee at Personal Banker (July 2015 TO Sep 2015)

United Bank Limited Pattoki branch 0975

Products Deal in Exchange Sector:

- Western Union money gram & Ria
- Foreign telegraphic transfer FTT and Demand Draft DD
- Deal in all foreign currency and PKR
- Foreign Currency buying and selling

Professional summary:

- Anti-Money Laundering/Combating the Financing of Terrorism
- And KYC policy knowledge (AML/CFT)
- Experience to deal in Western Union Money Gram and Ria Handle foreign inward remittances as well as outward remittances
- Compliance & audit of all remittance and record
- Compliance the record as per rules and circulars of State Bank
- Facilitate currency conversion
- Record all foreign exchange transactions.
- Excellent customer service and financial dealing.
- Deal in Foreign telegraphic transfer FTT and Demand Draft DD
- Prepare monthly business report and check business volume
- Accurately count, check and balance foreign bank notes, manually and automatically
- Prepare and pack orders or deals for dispatch.
- Identify, count and balance large volumes of foreign currency notes.
- Examine notes looking for counterfeits.
- Balance the stock at the end of the day.
- To issue currency for deal or order completion.
- To accurately identify, check, count and balance foreign notes returned from customers.

EDUCATION:

B.COM: (PUNJAB UNIVERSITY)2015 - 2017

Bachelor degree in Financial Accounting Cost Accounting Economics and Business Law & Business Taxation (2nd Division)

I.COM: (BISE Lahore)

2013 - 2015

Intermediate with Business statistics mathematics Banking and Accounting (1st Division)

MATRICULATION: (BISE Lahore)

2011 - 2013

Metric in G. Science with 1st Division

Knowledge & IT skills:

- Certificate/Diploma in Office Management (DOM)
- Operate Microsoft outlook and Gmail
- Operate ms word and excel
- Typing speed 40w.p.m
- Operate financial management and banking software e.g. FMS, wallsoft & symbol

Achievements:

- Conducted market surveys to identify the need for services
- Former Forex Cashier and remittance Officer
- Former UBL branch services
- Get CM Punjab Scholarship at Inter level
- Good customer services skills

Personal information:

M Adeel Zulfiqar Age: 24

Nationality: Pakistani

DOB: 05-Sept-1997

Permanent address: chak no 19 Post office Pattoki city Pattoki

District kasur Punjab Pakistan

Communication:

Excellent verbal and non verbal communication skills

Excellent listen speak read and write English Urdu language

Friendliness Confidence Respect and Empathy.

Excellent communication skills.