



# PARVAIZ AHMAD

Dubai, UAE

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## Objective

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To enhance my Professional skills in Management Accounting & Administration/ Banking & Finance capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## Experience

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- AAA Fair Deal (Project Emirates Islamic Bank).** April 2023 - Till Now
  - ✓ Assistant Relationship Officer
  - Sales & Marketing of Credit Cards products of Emirates Islamic bank.
  - Achievement & Responsible for Sales Target set by Line Management.
  - Customer Satisfaction & Field Visit.
  - Generate leads through Cold calling, Tele Calling, Reference, Customer Referral and Using Social Websites.
  - Submitted Daily, Weekly, Monthly Sales Report.
  - Assist in Daily Administration Duties, and Documentation Clerical.
- Bank Al Habib Ltd. PAKISTAN** August 2020 - September 2022
  - ✓ Finance Officer - Agriculture Division
  - Maintain Agricultural Customer/ Company Balance Sheet, Financial Audit, Accounts Receivable, Income & Expenditure Account, Company Accounts, Debt burden Ratio, Credit Proposal In Manual & in Banking Computer System.
  - Filed Visit of Agricultural Customer/ Company for Verification of Business Through Cross Verification.
  - Recovery and Collection of Overdue and delay Payments of Customer/ Company Accounts through calling and field followup and convey to customer their installment and mark-up date.
  - Achievement & Responsible of Annual Banking Agriculture Segment Target (Sales and Collection).
  - Open & Maintain Agricultural Customer/ Company current/Saving Accounts in Banking system.
  - Responsibility And Monitoring and Maintain of KYC, Anti Money Laundering, CDD, EDD, 360 Degree Accounts, Dormancy Accounts through Manual and in Banking system.
  - Customer Satisfaction and Services provide on priority Basis, Handle customer complaints and handling their inquiries & Resolved them on fast track.
  - Assist in branch general & credit operation department.
  - Assist in branch Administration general Duties.
  - All duties & responsibilities surfing in the line & Rules & Regulations of Central Bank.
- JS Bank Ltd. PAKISTAN** May 2018 - February 2020
  - ✓ Finance Officer - Agriculture Division
  - Maintain Agricultural Customer/ Company Balance Sheet, Financial Audit, Accounts Receivable, Income & Expenditure Account, Company Accounts, Debt burden Ratio, Credit Proposal In Manual & in Banking Computer System.
  - Filed Visit of Agricultural Customer/ Company for Verification of Business Through Cross Verification.
  - Recovery and Collection of Overdue and delay Payments of Customer/ Company Accounts through calling and field followup and convey to customer their installment and mark-up date.
  - Achievement & Responsible of Annual Banking Agriculture Segment Target (Sales and Collection).
  - Open & Maintain Agricultural Customer/ Company current/Saving Accounts in Banking system.
  - Responsibility And Monitoring and Maintain of KYC, Anti Money Laundering, CDD, EDD, 360 Degree Accounts, Dormancy Accounts through Manual and in Banking system.
  - Customer Satisfaction and Services provide on priority Basis, Handle customer complaints and handling their inquiries & Resolved them on fast track.
  - Assist in branch general & credit operation department.
  - Assist in branch Administration general Duties.



All duties & responsibilities surfing in the line & Rules & Regulations of Central Bank.

• **Telenor Microfinance Bank Ltd. PAKISTAN**

December 2016 - April 2018

✓Bank Officer

Maintain Customer/ Company Balance Sheet, Financial Audit, Accounts Receivable, Income & Expenditure Account, Company Accounts, Debt burden Ratio, Accounts Proposal In Manual & in Banking Computer System.

Open & Maintain Customer/ Company current/Saving Accounts, Fixed deposit Accounts and Credit & Consumer Banking Accounts in manual & in Banking system.

Responsibility And Monitoring and Maintain of KYC, Anti Money Laundering, CDD, EDD, 360 Degree Accounts, Dormancy Accounts through Manual and in Banking system.

Customer Satisfaction and Services provide on priority Basis, Handle all customer complaints and handling their inquiries & Resolved them on fast track.

Assist in branch operation & Cash management & credit operation department.

Assist in branch Administration general Duties.

All duties & responsibilities surfing in the line & Rules & Regulations of Central Bank.

• **Finca Microfinance Bank Ltd. PAKISTAN**

January 2016 - December 2016

✓Assistant Credit Officer

Maintain Credit Customer/ Company Balance Sheet, Financial Audit, Accounts Receivable, Income & Expenditure Account, Company Accounts, Debt burden Ratio, Credit Proposal In Manual & in Banking Computer System.

Filed Visit of credit Customer/ Company for Verification of Business Through Cross Verification.

Recovery and Collection of Overdue and delay Payments of Customer/ Company Accounts through calling and field followup and convey to customer their installment and mark-up date.

Achievement & Responsible of Annual Banking Credit Segment Target (Sales and Collection).

Open & Maintain Credit Customer/ Company current/Saving Accounts in Banking system.

Responsibility And Monitoring and Maintain of KYC, Anti Money Laundering, CDD, EDD, 360 Degree Accounts, Dormancy Accounts through Manual and in Banking system.

Customer Satisfaction and Services provide on priority Basis, Handle customer complaints and handling their inquiries & Resolved them on fast track.

Assist in branch credit operation department.

Assist in branch Administration general Duties.

All duties & responsibilities surfing in the line & Rules & Regulations of Central Bank.

• **Lions Communication Pvt Ltd. (Franchise of Warid Telecom Ltd.)**

December 2010 - December 2015

✓Administrator Accountant cum Customer Service

Administration Accounts / Customer Service Department duties handled Smoothly.

Handle Inquiries of Customer's/ Purchasers/ Supplier's through calling, Email, Faxing.

Maintain stock/inventory report and availability of stock and follow up of supplier in the unavailability of stock.

Keep records of SIMs, Post paid, Prepaid, scratch cards, easy load, internet device's,

And keep records of collection of accounts receivable.

Maintain account Payable & Receivable.

Maintain company profit and loss Account.

Income Expenditure Account. Balance Sheet Financial Audit, Petty Cash and journal Ledger and general Entries in Computer Accounting System

Using Ms Excel and accounting software.

Maintain company billing payment through banking online and bank reconciliation.

Maintain payroll register / salary register and in computer system and transfer salaries of all employees to their Bank Account.

Maintain attendance / absent and resignation records of All employees.

Other Duties assigned by Company Director.

**Education**

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- **University of Gujrat, PAKISTAN**  
✓Bachelor's of Commerce (Attested From MOFA UAE).

2011

## **Skills**

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- Excellent Communication Skills. Excellent interpersonal skills. Problem Solving Skills. Analytical/Financial Skills. Organizational & Time Management Skills. Able to Handle Multiple Tasks. Customer Service/Sales & Marketing Skills. Computer/ IT / Internet Surfing / Emailing Skills. Accounting & Finance/ Banking Software Skills. Database Management. Statisticals & Mathematical Skills. Excellent Presentation Skills. Documentation & Submission Skills.

## **Projects**

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- ✓Management Accounting & Cost Accounting
- ✓Administration & Secretarial
- ✓Banking & Finance
- ✓Sales Marketing & Customer's Satisfaction
- ✓Credit Sales & Debt Collection
- ✓Credit Risk Analysis & Portfolio Management
- ✓Financial Branch Operation Management

## **Personal Information**

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- Father Name: Muhammad Hussain  
Date of Birth: 20 November 1984  
CNIC: 34202-5751605-1  
Passport #: KW1156053  
Passport Expiry: 26 October 2024  
Marital status: Married  
Nationality: Pakistan  
Visa Status: Resident visa (But will be cancel on same day upon got Job Offer ).

## **Interests**

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- Sports, Book Reading, Public Relation, News, Islamic Studies, Welfare Work.

## **Languages**

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- English / Urdu / Hindi / Punabi.

## **Additional Information**

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Excellent Knowledge of (Ms word, Excel, power point, Internet Surfing & Professional Emailing).  
Excellent Knowledge of Data Base Management & Computer Data Entry Skills.  
Excellent Knowledge of Accounting & Banking Computer System Software's.  
Excellent Knowledge of Banking and Financial Corporations, Skills in Accounts & Administration Department.  
Basic Knowledge of UAE immigration rules & regulations ( Employment/Visit Visa/ Emirates I'D process, Cancellation of Visa and Emirates I'D. And medical for Visa processing).  
Knowledge of Fire Prevention & Safety Environment.

## **Technical Education**

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- Diploma in Information Technology, 2013  
**From Arshad Institute of Technology Dinga, PAKISTAN.**
- Diploma in Fire Prevention & Safety Course General, 2007  
**From National Institute of Fire Technology Islamabad, PAKISTAN.**