



HAMEED GUL

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OBJECTIVE

- Possess excellent organization and time management skills.
- Strong communication, oral and written skills.
- Able to work best under pressure, programming order and planning into every task.
- My motto is to be loyal with organization, Discipline and honest with owner.

PERSONAL INFORMATION

Father's Name : NIAZ GUL
Date of Birth : 20th Feb 1989
CNIC No. : 22501-6437797-3
Nationality : Pakistani
Religion : Islam
Marital Status : Married
Mailing Address : HBL Currency Exchange LG 30 Deans Trade Center Peshawar Cantt.

ACADEMIC QUALIFICATIONS

Year	Degree	Board / University
2014	M.COM (Master in Commerce)	Qurtaba University Peshawar
2011	B.COM (Bachelor in Commerce)	GCMS Peshawar
2009	D.COM (Diploma in Commerce)	GCMS Peshawar
2007	Matriculation (Science Subject)	B.I.S.E. Peshawar

PROFESSIONAL EXPERIENCE:

1. Two months' internship in the "THE BANK OF KHYBER"

2. In **GREEN CABLES** as an **Assistant Accountant** from 5th Jan 2014 to 30th Jun 2016 (2.6 years)

Key Responsibilities:

- Contributing in development of budget sheets for financial reporting.
 - Preparing monthly Sales & Purchase reports.
 - Accounts Receivable, Research past due invoices, maintaining customer information and analyzing monthly accounts receivable aging report.
 - Managing Accounts Receivables and Payables, Preparing Aging reports and preparation of reconciliations if needed.
 - Update new hires and terminations in payroll system.
 - Calculate Salary and overtime.
 - Ensure paychecks are correct and delivered on time.
 - Liaison with Bank for Bank Reconciliations and other activities.
 - Working On Tally ERP 9.
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3. FOREIGN CURRENCY / CHIEF CASHIER in HABIB BANK LIMITED CURRENCY EXCHANGE
from 3rd September 2018 to 31st December 2022. (4.4 years)

Key Responsibilities:

- Custodian of vault key.
 - Day open in wall soft software.
 - Rechecking the cashier's transaction.
 - Cash Balancing during the day with the coordination of Manager Operations
 - Transfer of the stock entries posted to the vault timely and efficiently.
 - Preparation parcel for export shipment.
 - Proper filling of deal tickets serial wise for monthly basis.
 - Day Close for all FCY & PKR & Balance vault after day close.
 - Execute Cash Transaction through Armored Van.
 - To blow burglary alarm in case of emergency, dacoit or any untoward incident.
 - Any other task assigned by the branch manager from time to time.
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4. MANAGER OPERATION in HABIB BANK LIMITED CURRENCY EXCHANGE from 1st January 2023 till now.

Key Responsibilities:

- Responsible for Overall Branch Operational Activities.
 - Preparation of Rate Sheet & Day End on daily basis.
 - Deals (Buying and Selling) with Exchange Companies (KERB Market).
 - Preparation of FC's statement for all the maturing Ready, Tom & Spot Transaction.
 - Inputting Deals & Forwarded to respective department for execution.
 - Strong database, excel skills and Ability to work with large data sets.
 - Monitor counterparty credit limits, optimize cash and liquidity position.
 - Strong leadership, problem solving, relationship management skill.
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COMPUTER SKILLES:

- Microsoft Office
 - DIT (Diploma in Information Technology)
 - Internet surfing, software and hardware experience
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OTHER SKILLS:

- Can Organize and manage things in a better way.
 - Good Organizational Skills.
 - Team Works/Management Skills.
 - Report Writing.
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LANGUAGES:

- Can read, write & speak English.
 - Can read, write & speak Urdu.
 - Can read, write & speak Pashto.
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HOBIES:

- Reading Informative and Moral Supporting Books.
 - Traveling.
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Reference will be provided when asked