

Muhammad Javaid

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Visit Visa Valid till 03-Sep-2023



CAREER OBJECTIVE:

"I am seeking a challenging position in a financial institution where I can apply my expertise in accounting, financial analysis, and customer service. With over 2 years of experience in accounts management, bookkeeping, and financial analysis, and 2 years of experience in cash handling, customer service, and account management, I am confident in my ability to make valuable contributions to the success and growth of the organization."

CAREER PROFILE/SKILLS:

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| <ul style="list-style-type: none">• Communication Skills• Retail Banking• Customer Services• Complex Problem Solver• Accounting & Finance• Receipts & Payments• Accurate Cash Handling• Financial Management• Team Work• Analytical skills• Proficiency in software such as MS Excel, MS Word, Power Point, Quick Book, Banking CBS and TBD System | <ul style="list-style-type: none">• Book Keeping• Taxation (Income Tax and GST / VAT Tax)• Computer Skills• Time Management Skill• Profit & Loss (A/C)• Knowledge of accounting principles and practices• Accounts Receivable• Accounts Payable• Organizational skills• Time management skills |
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PROFESSIONAL WORK EXPERIENCE:

Organization: Muslim Commercial Bank – MCB
(Banking Organization like Emirates NBD)
Tenure: Jan 2021–Feb 2023
Designation: Bank Teller/ Cashier



Responsibilities:

- To handle and control cash transactions of customers by monitoring and deposits and withdrawal accurately with the guidance of SBP regulations.
- Assisted clients with various questions and concerns related to their accounts and bank products.
- To increase and maintain the capability of cash handling by balancing the physical inflow and outflow of debit and credit with the help of vouchers.
- Ensure customer satisfaction with patience and a positive attitude.
- Handling of different issues/queries of collection business, corporate accounts, etc.
- Following bank AML policies and procedures to ensure compliance with regulations and laws

Achievement:

- Demonstrated outstanding customer service, resolved customer concerns and helped build customer loyalty

Organization: Senew Tech – ST
(Remote Staffing Company)
Tenure: Oct 2021–Nov 2021
Designation: Data Analyst



Responsibilities:

- Identifying data sources and collecting data
- Analyzing data to find answers to specific questions
- Developing, implementing and maintaining databases

- Assessing quality of data and removing or cleaning data
- Generating information and insights from data sets and identifying trends and patterns

Organization: **The Bank of Punjab**
(Banking Organization like ADCB)
Tenure: April 2021–June 2021
Designation: **Internee**



Responsibilities:

- Assist staff with banking operations, data collection, research, and analysis.
- Account opening and closing process
- Customer dealing with various questions and concerns related to their accounts and bank products
- Cheques book, ATM Debit and Credit cards process.

Organization: **Flux Metal (PVT) Limited Company**
(Manufacturing Company)
Tenure: April 2016–May 2018
Designation: **Assistant Accountant**

Responsibilities:

- Preparing financial statements, such as balance sheets, income statements, and cash flow statements
- Recording financial transactions in the general ledger
- Managing accounts payable, accounts receivable, and profit & loss A/c
- Reconciling bank statements and other financial records
- Compute taxes and prepare tax returns (GST / VAT Tax)
- Assisting with budgeting and forecasting processes
- Performing audits and ensuring accuracy of financial records

Achievements:

- Maintaining a high level of accuracy and attention to detail in all aspects of the job.

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Masters of Commerce (Accounting, Banking and Finance)	Hajvery University, Lahore	2020
Bachelor of Commerce (B.Com)(Tax, Accounting and Finance)	University of the Punjab, Lahore	2018

CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office** (3 month diploma in MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Presentations w.r.t. Analysis)

TRAININGS & WORKSHOPS:

MS Excel Beginners Training at MCB

Year- 2023

- Intermediate and advance levels of MS excel training

REFERENCE:

Reference will be furnished on demand