

# Umar Waqas

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## PROFESSIONAL SUMMARY

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Experience above 4 years **Accounts & Finance, Cashier cum Data Entry Operator**. Efficient Cashier resourcefulness computer proficiency and financial systems knowledge. Works quickly and accurately to update systems. A financial Accountant helps businesses make critical financial decisions by collecting, tracking, and correcting the company's finances. Who interacts directly with customers who provide customer needs & delivers effective solutions to problems. Committed to provide high quality customer care to create a positive environment. Personable & professional under pressure with positive, motivated and calm nature.

## WORK HISTORY

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### Great Union Exchange Company-B Pvt. Ltd

**March 2019 to Sep 2022**

< Cashier, Accountant, Customer Services, Data Entry Operator > Islamabad Pakistan

- Exceptional communication skills, dedicated to cultivating positive client relationships.
- Adept leader, motivating teams to achieve goals and deliver exceptional performance.
- Efficient multitask with strong organizational skills and deadline management.
- Follow compliance procedures, company policies and head office rules regulation.
- Ensure transactions are completed in an efficient manner with a high level of accuracy.
- Prepared daily End of Day sheet at the close of each business day.
- Handle monthly, quarterly and annual closings.
- Audit financial transactions and documents.
- Manage balance sheets and profit/loss statements.
- Logging daily entries in accordance with accounting policy.
- Produce error-free accounting reports and present their results.
- Create and maintain reports on customer interactions.
- Reconcile accounts payable and receivable, Excellent communication and presentation skills.
- Update customer records in our system, including notes about conversations and outcomes.
- FC dealing with customer buy and sell. Cash balance with system and exposure of branch.
- Maintaining open and interactive communication & Ensuring customer satisfaction.
- Proven ability to deliver exceptional customer service, ensuring satisfaction and building lasting loyalty.
- As a data entry Clerk responsible for transferring paper formats into computer files or database systems.
- Update customer records in our system, including notes about conversations and outcomes.
- Perform administrative tasks such as office filing, generating reports daily or monthly and maintaining mail correspondence.
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Perform administrative tasks such as office filing, generating reports daily or monthly and maintaining mail correspondence.

- Manage balance sheets and profit/loss statements.
- Collecting and analyzing data, which is then used in the preparation of weekly and monthly estimates.
- Preparing weekly cash flow statements, and controlling expenditure and cash flow.
- Audit financial transactions and documents.
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Ensure timely bank payments.
- Reconcile accounts payable and receivable.
- Report on the company's financial health and liquidity.
- Compute taxes and prepare tax returns.

### **Charging of Services in IPD (Medical Billing SOP's)**

A Medical Biller responsible for managing the administrative responsibilities of billing insurance and processing payments for clients. In addition, they communicate with patients about outstanding balances, collecting on behalf of their employer or provider institution as necessary to ensure the patient's procedures are paid for by their insurance company.

- Refund & Discount of transaction.
- Admission, Discharge.
- Registration in emergency room, Record restoration.
- Employee medical policy, Fake currency note,
- Charging of services in IPD.
- Preparing and submitting billing data and medical claims to insurance companies
- Preparing bills and invoices and document amounts due to medical procedures and services
- Monitoring all payments and preparing monthly billing reports.
- Managing account balances and resolving inconsistencies.

### **Certificate of Training (KYC & AML) Rawalpindi, Pakistan**

**Feb 2019**

Money laundering is the process of converting illegally obtained funds into legitimate money or assets. It involves concealing the source of illegal funds and disguising them as legitimate assets.

- Introduction, Supervisory & Legal Frame work for Exchange Companies.
- Implementing strong anti-money laundering policies and procedures.
- Conducting regular risk assessments.
- Proper due diligence of clients and transactions.
- Providing ongoing training and awareness to employees.
- Maintaining strong relationships with regulatory bodies and law enforcement agencies.
- EC's Rules & Regulations. AML frame work & its reporting.
- Book-keeping/Compliance procedures and record maintenance.
- Real time online currency software, Daily Transactions postings, Daily closing, Monthly closing, Expense/Income vouchers, Backup records and Customized reports for company and SBP.

## **EDUCATION**

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### **Bachelor of Commerce (B.Com)**

2019 – Punjab Collage of Commerce (University of Punjab) Rawalpindi

### **Intermediate of Commerce (I.Com)**

2016 – Punjab Collage of Commerce Punjab – Rawalpindi

## KEY SKILLS

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- Communication Skills
- Leadership
- Patience
- Decision Making
- Microsoft Excel
- Team Leadership
- Customer Service
- Safety Prioritization
- Relationship Building
- Sales
- Administrative Excellence
- Financial Reporting
- Ability to work under pressure
- Multitasking
- Internet Research
- Problem Solving
- Microsoft Power Point
- Quick Learner
- Flexibility
- Public Relation
- Self Discipline
- Prepare Medical Billing & Invoices
- Good Typing Speed
- Bank Reconciliation
- Time Management
- Adaptability
- Microsoft Word
- Cultural Awareness
- Calendar Management
- Account Management
- Data Entry
- Creative Thinking
- Record Management
- General Ledger
- Accounts Payable & Receivable
- Generally Accepted Accounting Principles (GAAP)

## LANGUAGES

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- English, Urdu, Hindi & Punjabi