



PARVAIZ AHMAD

Dubai, UAE

+971-50-8383753 | parvaizahmadbanker@gmail.com

Objective

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

Experience

- AAA Fair Deal Commercial Broker LLC (Dubai, UAE).** 03-04-2023 - 09-08-2023
 - ✓Assistant Relationship Officer (Emirates Islamic Bank Credit Card Products Sales).
 - Increase credit card customers through Cold Calling, Tele calling, Customer Referral, Using Reference's and by Social media.
 - Engage and educate customers on product usage.
 - Convey brand information to customers and respond to questions/inquiries that arise.
 - Responsible & Achievement of daily/monthly sales targets set by Line Manager.
 - Filled Credit Card Application & Submitted to Bank Approval authority.
 - Investigate and address competitors' activities.
 - Prioritize and schedule proactive calls to organization's accounts.
 - Update and manage contact database with accurate profiles, notes, and relevant information.
 - Undertake training on the firm's markets and products, and improve on selling skills.
- Bank Al Habib Ltd. PAKISTAN** 25-08-2020 - 10-09-2022
 - ✓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** 02-05-2018 - 14-02-2020
 - ✓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**

16-12-2016 - 30-04-2018

✓ 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**

05-01-2016 - 15-12-2016

✓ 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.) PAKISTAN.**

10-12-2010 - 25-12-2015

✓ Customer Service Executive cum Administrator

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

- **University of Gujrat, PAKISTAN** 2008-2011
✓Bachelor's of Commerce (Attested From MOFA UAE).

Skills

- 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. Accounting & Finance/ Banking Software Skills. Statisticals & Mathematical Skills. Excellent Presentation Skills. Documentation & Submission Skills.

Projects

- ✓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

- Father Name: Muhammad Hussain
Date of Birth: 20 November 1984
Passport #: KW1156053
Passport Expiry: 26 October 2024
Marital status: Married
Nationality: Pakistan
UAE Visa Status: Cancelled Visa (Available to immediately joining).

Interests

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

Languages

- English / Urdu / Hindi / Punabi.

Additional Information

Excellent Knowledge of (Ms word, Excel, power point, Internet Surfing & Professional Emailing).
Excellent Knowledge of Accounting & Banking Computer System Software's.
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

- 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.