

**MUHAMMAD TAYYAB**



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**Nationality:** Pakistani

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**CAREER OBJECTIVE:**

I am looking for an opportunity in a progressive organization that can offer skills development and growth opportunities on a long-term basis, where I can contribute (through my best of knowledge, abilities and proven skills) for the company's business.

**ACADEMIC BACKGROUND:**

- |           |                                       |
|-----------|---------------------------------------|
| (2010-12) | B. Com<br>Punjab University           |
| (2007-10) | I. Com<br>Govt. M.A.O College, Lahore |
| (2005-07) | S.S.C<br>Lahore Board                 |

**KEY EXPERIENCE:**

- Working as a Junior Accountant Cum Admin In charge in “**Lal Qila Restaurant LLC (The Geek Group) UAE**” from January 15<sup>th</sup> 2020 to date.

**Activities Performed:**

- Handling Cash & Credit Card payments
- Generating daily Closing Reports
- Ensuring price correction & keeping record of every transaction
- Issuance of receipts & vouchers
- Redemption of stamps and coupons
- Reconciliation of accounts at the end of the day
- Handling customer complaints and queries
- Maintaining clean and tidy checkout areas

- Working on POS Software
  - Updating and maintaining Payroll
  - Finalizing staff attendance at the end of the month
  - Managing all admin related staff issues including accommodation, staff leaves, Resignations & Final settlements etc.
  - Reports Maintenance (Daily, Monthly, Annually)
  - Knowledge of VAT
- Worked as a Vault In-Charge (Cashier) in “**Transguard Group LLC (Emirates Group Security) (UAE)**” from June 15<sup>th</sup> 2015 to June 28<sup>th</sup> 2019.

#### **Activities Performed:**

- Preparation of daily Vault Stock Sheet
  - Managing delivery requests received from different customers and Bank Branches
  - Packing of Cash for delivery as per customer’s demand and record maintenance
  - Reconciliation of Cash at the end of the day
  - Reporting to OPS Manager
  - Send Cash to Different Customers on behalf of Bank
  - Prepared cash for ATM Machines as per Bank request
  - Deposit Cash in Central Bank of UAE as per Bank Instructions
  - Maintenance of opening and closing stock on daily basis
  - Preparation of stock reports, files and supporting documents for future use and audit purpose
- Worked as a Customer Services Officer in “**Tameer Micro Finance Bank Ltd. (Pakistan)**” from April 22<sup>nd</sup>, 2013 to October 18<sup>th</sup>, 2014.

#### **Activities Performed:**

- Handling customer queries
- Supervision of Customers
- Accounts Opening
- Customers profiles handling
- Supervision of Customer Accounts (Fixed a/c, Current a/c, Saving a/c)
- Monitoring of ATM and Cheque Book activities

#### **Internship:**

- Worked as an Internee in **The Bank of Punjab** from December 19, 2012 to February 19, 2013.

**Accounting Knowledge:**

- Having knowledge of journal entries, ledger, balance sheet and reconciliation etc.
- Having knowledge of different accounting software

**SKILLS:**

Computer Literate, Regular, Hardworking, Good Communication skills, Active Participants, Report Writing, Creativity, and Exceptional Management Skills.

**EXTRA CURRICULAR ACTIVITIES:**

Travelling, Reading, Gaming

**REFERENCES:**

Will be furnished on demand.