

Atif Farooq

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SKILLS

Problem Solving

Conflict Resolution

Written and Spoken Skills

Reliability

Team Work

Attention To Details

Discretion

PERSONAL INFORMATION

DOB – November 1991 Marital Status - Single Visa Status: UAE Residence

LANGUAGES



Branch Service Officer

Having more than 8 years working experience in Banking / Accounts sector, looking forward for the challenging career in a future oriented companies. A Company that values technical excellence, recognized achievements and excellent advancement opportunities where my skills and education can be utilized to solve a wide variety of problems.

WORK EXPERIENCE

Assistant Accountant / Cashier (Dec 2021 – Present)

AMER – MSME Government Transactions – Dubai - UAE

- Cash Handling / Cash Vault Management
- Counter Services Cash Receipt / Payments
- Handling daily Immigration operations payment transitions e.g. New Visas /Visa Cancellation / Immigration fines/ Labour payments.
- Maintaining direct customer & companies accounts
- Daily handling more than 300 customers / 20 companies daily payment transactions.
- Handling Bank operations related to cash/checks payments.
- Verifying, allocating, posting and reconciling accounts payable and receivable.
- Producing error-free accounting reports and presents their results.
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- Spot errors and suggest ways to improve efficiency and spending.
- Review and recommend modifications to accounting systems and procedures.
- Manage accounting assistants and bookkeepers
- Participate in financial standards setting and in forecast process
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Daily handover / taking over payment income sheet update
- Banking reconciliation (Nogodi)

Branch Service Officer (Jan 2017 – Dec 2021)

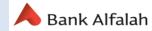
Faysal bank Ltd. Jhelum Branch – Pakistan.



- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies.
- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Accounts Opening
- Counter Services Cash Receipt / Payments
- Locker Management
- ATM Management
- Remittance Management
- Handling currency, transactions, and confidential information in a responsible manner.
- Using software to track bank information and generate reports.

Teller (Dec 2015 - Sep 2017)

Bank AlFalah Ltd. Jhelum Branch – Pakistan.



- Maintain and balance the cash drawer on a daily basis by accounting for cash assigned, received, and disbursed
- Working as cash sorter in CPC
- Cash sorting Manual & performed machine sorting



EDUCATION

Bachelors in Commerce 2013

Punjab University

I.Com 2010

Punjab University

High School BISE 2008



CORE COMPETENCES

Banking Transaction	Mathematical Skills	Attention Details	Cash Handling	Procedures
Ledger Balancing	Balance Allocation	Cash Drawer	Numeracy Skills	Tax Preparation

HOBBIES

Cricket Traveling • IT Tech.

IT Games Badminton Base Ball

Parties Reading Books Writing Book