



## CONTACT

- +971508287545
- Toheedmunir335@gmail.com
- Sharjah

## SKILLS

- Accounts payable and receivable...
- Communication
- Customer Service

## EDUCATION

2019 - 2022

### VIRTUAL UNIVERSITY OF PAKISTAN

Masters of Accounting and Finance

2017 - 2019

### UNIVERSITY OF THE PUNJAB

Bachelor of Commerce

2014 - 2016

### GOVT. DEGREE COLLEGE DASKA

Intermediate In Commerce

## LANGUAGE

- English
- Urdu

## ACCOUNTANT & EXPORTER

# TOHEED MUNIR

Accountant & Export Professional equipped with extensive experience in different skills seeking to serve in reputable organizations. By Nature, excellent leadership skills and multi-tasking strengths. Ability to learn and implement new concepts distinguishes me from others.

## EXPERIENCE

### BRANCH SERVICES OFFICER(BSO)

April 2023 - September 2023

**COMPANY:-** United Bank Limited

- Safeguard the cash vault, stationery, and ATM, while processing transactions, in order to maintain security and reduce the banks exposure to undue risk.
- Report suspicious transactions to the Branch Operations Manager or Manager Teller as and when required, to ensure further escalation to compliance in a timely manner.

### CUSTOMER SUPPORT OFFICER

May 2021 - March 2023

**COMPANY:-** Euromed Industries

- Manage incoming calls
- Generate sales leads
- Assess customer needs
- Build trust through communication
- Provide accurate information
- Meet sales targets
- Resolve complaints
- Maintain records
- Follow communication guidelines and policies

### ACCOUNTANT:

April 2020 - April 2021

**COMPANY:-** Euromed Industries

- Preparing Accounts
- Compiling and presenting reports
- Manage all accounting transactions
- Manage balance sheets and profit/loss statements

### OPERATIONS OFFICER

March 2019 - March 2020

**COMPANY:-** CIM Shipping / Emkay Line

- Customer Service
- Interpersonal
- Leadership
- Organizational
- Time Management
- To manage daily freight forwarding activities of the company