

COVER LETTER

Irfan Nadeem

Dear Sir/Madam,

After 5 year of working in professional and diverse working environment, I am seeking to leverage my experience in your esteemed organization.

Ideally, position in your organization will allow me the opportunity to utilize my experience gained after working at various levels in Customer Services Officer-Cashier, Warehouse and Accounts Management. I look forward to learning unexplored areas of professional expertise under your kind auspices. Given the opportunity, I am confident that my experience would be an asset to your organization.

For your convenience, I have attached my resume for your generous consideration and review. I look forward to speaking with you soon.

Qualification: MBA (Banking & Finance/ International Trade)

Documents Status: Attested

Visa Status: Visit Visa

Salary: (Negotiable)

Sincerely

Irfan Nadeem

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Email: Irfan.nadeem754@yahoo.com

Encl.: Resume'



Irfan Nadeem

MBA Banking and Finance / Specialization in IT

CONTACT

- +97 1561928044
- irfan.nadeem754@yahoo.com
- International City Dubai

EDUCATION

MBA Banking & Finance / Specialization in IT

2014 - 2018
Punjab University Lahore, Pakistan

EDUCATION

Computerized Accounting 2015
Peak Solution College

Spoken English 2015
Peak Solution College

Graphic Designing 2012
Computer Learning Center

AJKTEVTA 2011
Elementary Information Technology

SEMINARS/WORKSHOPS

- Seminar on IAS in 2015
- Workshop on Learning how to improve your language in 2015

DIGITAL SKILLS

- Windows XP & 7
- Windows Server 2003 & 2008
- MS Office (Excel, Word, PowerPoint, Outlook)
- Tally (ERP)
- Peachtree
- Microsoft DAX Dynamic 365

OBJECTIVE

Pursuing a challenging role in a competitive environment, keen to see serving organization at heights of success and achieving goals by providing my every possible potential with honesty and loyalty, also seeking continuing professional growth and deploying my skills and experiences whilst achieving targets.

WORK EXPERIENCE

Assistant Branch Manager (Account) Jun 2020 – Mar 2023

Ruba Digital Pvt Limited

- Preparation of Payment vouchers by reviewing the supportive records/documents (e.g., PO, Quotation, invoices, and budget approvals) for payment process.
- Daily/Monthly invoicing and follow-up for collection of payments and allocation of receipts.
- Responsible for Monthly audit for Physical Cash Holdings (Cash in Vault).
- Responsible for bank reconciliations, aging analysis and planning for future recoveries.
- Apply payments and collection efforts on outstanding invoices.
- Liaison with other departments for the timely provision of data required for month end closing and for management reporting while ensuring the precision and concision through reviews.
- Monthly closing of books & sending reports as per management requirement.
- Processing of month end closing: Booking of monthly accruals, operating & admin expenses.
- Monthly closing of GL (accounts payable, accounts receivable, Payroll, Fuel, Projects, etc)
- To post, examine & verify the transactions to specific journals, ledgers & other records.
- Secure financial information by completing database backups.

Customer Service Officer Feb 2019 – Jun 2019

Bank Islami Pakistan Limited -Defense Phase-II T Block Branch

- Greet and receive visitor.
- Prepare confidential and sensitive documents.
- Coordinate's office management activities.
- Receive and relay telephone messages.
- Filling the cheques, deposited receipts on behalf of customers.
- Prepare a file for opening of new account holder for maintaining records.
- Maintain records of ATM Cards, cheques books and other official documents of the bank.
- Guide the customer to operate the locker and keeping the record of their visit.
- Posting and maintain of clearing cheques and daily basis.

Cashier (Outsourced By CMS) Nov 2017 – Feb 2019

United Bank Limited - Mall Road Branch Lahore