



# Muhammad Zeshan

## PROFESSIONAL SUMMARY

As a graduate with Bachelor of Commerce degree (Accounting), I am seeking a position to explore my skills to the best of my ability in a team-oriented workplace and to develop experience using my educational background in any Business Development.

## Experience:

- Better Quality Foodstuff Trading LLC Dubai as Senior Clerk and Assistant Account - 17/7/2023-PRESENT
- NRSP Bank as Operation Officer/ Teller Pakistan - 04/12/ 2019 - 13/2/2023.
- NRSP Bank as Customer services Officer/ Teller Pakistan- 20/07/2018 - 16/09/2019.

**Current Work History:** Sale and Purchase Data Entry, Receivable and Payable checks/ACH Payments, General Voucher, Cash Handling, Cheque write on software, process all accounts Clients with statements, Files and Record Maintenance, responds to all vendor employees' inquiries regarding invoices, expenses and Cheque requests, resolve invoice discrepancies, Other general accounting duties as assigned.

## Previous Work History:

- Cash handling according to on SBP policy
- Customer dealing
- Account opening
- ATM Card received and deliver
- Check book receive and deliver
- Clearing
- Maintain KYC & CIF
- SS Card
- Transfer Entries
- Ledger
- Voucher Maintenance
- CMS & Cash Position
- Currency management system maintenance
- ATM Replenish
- DD, PO Maintenance
- Loan Booking
- EOD entry
- Cross-selling

## Training:

- 01 days training Session on AML/CFT, Bahawalpur 30-11-2021.
- 04 days orientation training workshop for CSOs/Teller Dated 22 to 25-09-2020.
- 04 days orientation training workshop for CSOs/Teller Dated 12 to 15-02-2019.

## CONTACT

- 📍 Dubai, UAE
- ☎ +971524598400
- 📞 +971524598400
- ✉ xeshankhan33@gmail.com

## PERSONAL DETAIL

Father's Name: Ashiq Hussain.  
Date of Birth: 06-03-1994  
C.N.I.C. #: 31201-5867251-3  
Passport: AQ5842512  
Nationality: Pakistani  
Domicile: Bahawalpur (Punjab)  
Religion: Islam

## SKILLS

- MS Office
- Typing Speed 35WPM
- Quick learner.
- Workout routine planning.
- Calm under pressure.
- Effective under pressure.
- Hard working and self-motivated.
- Scheduled maintenance.
- Time management.
- Communication skills.
- Public relations.
- Efficient driving.
- Lead development
- Customer service
- Customer relations
- Window Installation
- Internet Surfing
- E-mail

## LANGUAGE

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- English
- Urdu
- Punjabi
- Saraiki

## EDUCATION:

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### **Bachelor of Commerce, (2015-2016)**

Allama Iqbal Open University Islamabad Pakistan

### **Higher Secondary Certificate: Commerce (2011-2012)** **BISE Bahawalpur**

### **Secondary School Certificate: (2008-2009)** **BISE Bahawalpur**

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## Accounting Software:

- Tally
- Oracle

## Computer Literacy:

- 06 Month Computer Course from AL Faisal Computer Training Center (01-03-2016 to 30-08-2016)
- 01 Month Computer Short Course from Aiml College Ahmad Pur East (07/2014)

## Spoken Literacy:

- 03 Month English Spoken Course from Aiml College AhmadPur East (Feb to May 2015)
- 01 Month English Spoken Course from Aiml College AhmadPur East (07/2014)

## Personal Traits:

- Good in dealing with different types of peoples
- Desirous of achievements
- Ready to learn new thing and adjust in multi-cultural environment
- Strong communication skills
- Fluent in English, Urdu/Hindi, Saraiki, Punjabi