



Babar Ali

Cash Officer /Accountant

With 4 Year Dubai Experience,Currently Living in Dubai

Visa Status: My Own Employment Visa / Can Transfer as well

Availability: Can Join immediately without notice period

CAREER OBJECTIVE

To associate myself with an organization, which recognizes my skill set and gives me a chance to update my knowledge and be a part of the team that excel in work towards the growth of the organization and mine.

Work Experience

Right Target Management Services Dubai UAE.

Accountant: April 2023 - present

- Maintain the ledger of Debtors and Creditors.
- Prepare and sending invoices to Clients.
- Maintaining accurate financial records including ledger entries and cash receipts.
- Managing payments to supplies,vendor and services providers.
- Preparing and submitting expenses report of company.
- Handling bank related activities like Deposits,withdrawals and Reconciles accounts.
- Complete and submitting of tax return.

Vivo Mobile Pakistan.

Cash Officer: March 2021 - March 2023

- Processing sales transactions accurately and efficiently.
- Handling cash, credit cards, and other forms of payments.
- Providing customers with receipts and ensuring the correct change is given.
- Balancing the cash register at the beginning and end of each shift.
- Counting money in the cash drawer to ensure it matches the sales records.
- Assisting customers with inquiries about prices, and availability.
- Resolving customer complaints or directing them to the appropriate supervisor.
- Keeping the cashier area clean and organized.
- Arranging products near the cashier for upselling or promotions.
- Staying informed about products and services to answer customer questions.
- Educating customers about promotions, discounts, and loyalty programs.
- Adhering to security procedures to prevent theft and fraudulent activities.
- Reporting any suspicious activities or discrepancies to the supervisor.
- Processing returns, refunds, and exchanges following company policies.

Nahal Khan Rent A Car & Passenger Transport Dubai UAE.

Cash Officer Cum Accountant: May 2014 - July 2017

- Managing and safeguarding cash transactions, including receiving, counting, and disbursing funds.
- Maintaining accurate financial records, including ledger entries, cash receipts, and disbursement records.
- Assisting in the preparation and monitoring of budgets, ensuring that expenditures align with financial plans.
- Handling bank-related activities such as deposits, withdrawals, and reconciliation of accounts.
- Preparing and submitting expense reports, tracking and documenting expenses, and ensuring compliance with company policies.
- Managing payments to suppliers, vendors, and service providers, ensuring timely and accurate disbursements.

Contact

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📍 Al Muraqqabat, Deira Dubai

Education

MBA Finance. 2007 - 2009
Master of Business Administration
Mohi ud Din Islamic University Pakistan

B.Com. 2005 - 2007
Bachelor of Commerce

FSC. 2003 - 2005
Mathematics & Science

IT Skills: MS Office ,Outlook,
Oracle ERP.

Skills

- Analytical skills
- Problem solving
- Time management
- Data analysis
- Financial analysis
- Book keeping

Language

English

Urdu

Hindi

References

available upon request