



Adeem Saeed

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EDUCATION

Currently Studying in ICMA PAKISTAN [Faisalabad, Pakistan]
Cost and Management Accountant (PAKISTAN)
Managerial level -2

GOVERNMENT COLLEGE UNIVERSITY FAISALABAD [Faisalabad, Pakistan]
Master in Commerce (Financial Institution and Investment Management) 2022

THE UNIVERSITY OF PUNJAB [Faisalabad, Pakistan]
Bachelor in Commerce (Accounting and Finance) 2020

PROFESSIONAL EXPERIENCE

Shiblee College of Science and Commerce [Faisalabad, Pakistan]
Graduate Assistant-ship April 1, 2020 – June 13, 2022

- Classroom support
- Administration duties
- Students support
- Grading and Assessment
- Professional development

United Bank limited [Faisalabad, Pakistan]
Customer Sales Representatives
1-Year Contract January, 2020 –December, 2020

Account Management:

Opened and documented accounts efficiently.

Managed dormant, deceased, and unclaimed accounts with accuracy and compliance.

Handled cheque book issuance, delivery, and activation procedures proficiently.

Account Maintenance:

Marked and removed account-level restraints, ensuring smooth operations.

Managed IPOs effectively, ensuring timely processing and compliance.

Financial Transactions:

Expertise in handling cheque return processing and resolving associated issues promptly.

Proficiently processed salary payments, ensuring accuracy and timeliness.

Banking Operations:

Managed clearing & collection management and RTGS operations with precision.

Processed Home Remittance transactions including COC and Western Union transactions proficiently.

Customer Service and Compliance:

Provided exceptional customer service while adhering to business etiquettes.

United Bank limited.

[Pakistan]

Cash Officer.

January, 2021–December 2022

- **2 Years of Experience**
- Reconciliation of cash drawer balances daily, ensuring absolute accuracy in financial transactions and accounts.
- Handled the preparation and recording of deposits, proficiently managing incoming cash deposits within the Bank's electronic accounting system.
- Diligently verified signatures on checks to maintain security and compliance, ensuring alignment with account holder records.
- Efficiently managed incoming customer inquiries and requests via phone, providing exceptional service and promptly addressing account-related concerns.
- Conducted thorough reviews of account histories to identify and resolve potential issues, effectively collaborating with other bank employees for comprehensive resolutions.
- Maintained meticulous records of customer accounts, meticulously documenting deposits, withdrawals, interest payments, and various charges, ensuring comprehensive and accurate account tracking.
- Proficiently explained intricate bank policies to customers, facilitating seamless account operations and supporting in the initiation of new accounts and transactions.

Trannsion Holding Smart Accessories

[Dubai, UAE]

Marketing Executive

January 2023 ,Present

- Contribute to the development of marketing strategies of Smart accessories
- Conduct market research on rival products of Home Accessories
- Design and implement marketing plans for company products.
- Coordinate with media representatives

CERTIFICATE, Language &SKILLS,

365 Financial Analysts Institute

Continue (Online)

QuickBook Software

Fundamentals of Financial Reporting

Accounting and Financial Statement Analysis

Financial Ratio Analysis

Building a 3-Statement Model in Excel

Introduction to Excel

Languages: English, Urdu,

Skills:

Cash Handling

Microsoft Office

Accounts knowledge

QuickBooks

Communication

Negotiation

Critical thinking

Problem solving

Collaboration

