

Yasir Latif



Accountant

Present Address: United Arab Emirates (UAE)
Permanent Address: Kotli, AJK, Pakistan
D.O.B: 15 July 1988 | 15 07 1988
Nationality: Pakistani
Phone No: 0568306945
Email: yasirlatif929@gmail.com
Passport No: CV8486751

Work Experience

Sep 2023 - To Date | Assistant Branch Manager (ABO) at JUBLEE LIFE INSURANCE, a prestigious and widespread National Insurance Company

Monitoring daily operations, including cashier and teller activities, to ensure adherence to company policies and procedures, Reviewing financial statements and other reports to identify trends or issues in order to make business decisions, Performing clerical tasks such as updating account records, processing payments, and inputting data into computer systems, Preparing reports on activity within each branch office, including deposits and withdrawals, loan activity, and customer complaints, Managing staff members in the branch including hiring, training, motivating, and disciplining employees Signing on new clients and helping them through the onboarding process, Managing client bank accounts, including opening and closing accounts, and overseeing transactions, Authorizing and evaluating overdrafts and loans, Handling other transactions, such as writing cashier checks or money orders, when necessary, Resolving client queries and complaints.

Feb 2022 - March 2023 | Accountant at sedra 5 Near Asigna Hotel Dubai, United Arab Emirates (UAE)
Accountancy, Office Management and Supervision of Staff

Provided analysis of spreads with emphasis on trading opportunities on the curve, also taking into account the availability of occupancy facilities. Supervised all regular accounting processes such as A/P and Journal Entries plus monthly closure accounts. Became familiar with logistic implications of hotel management and developed knowledge of construction and lodging related issues and their possible solution in the UAE .

Aug 2017 - Jan 2022 | Assitant Branch Manager (ABO) at JUBLEE LIFE INSURANCE, a prestigious and widespread National Insurance Company

Monitoring daily operations, including cashier and teller activities, to ensure adherence to company policies and procedures, Reviewing financial statements and other reports to identify trends or issues in order to make business decisions, Performing clerical tasks such as updating account records, processing payments, and inputting data into computer systems, Preparing reports on activity within each branch office, including deposits and withdrawals, loan activity, and customer complaints, Managing staff members in the branch including hiring, training, motivating, and disciplining employees Signing on new clients and helping them through the onboarding process, Managing client bank accounts, including opening and closing accounts, and overseeing transactions, Authorizing and evaluating overdrafts and loans, Handling other transactions, such as writing cashier checks or money orders, when necessary, Resolving client queries and complaints, Performing administrative and clerical duties.

Feb 2013 - Jun 2017 | Lecturer in Commerce at a private educational institute, AJK Pakistan

Designing, preparing and delivering lectures related to applied business management including but not limited to Accounting, Banking, Economics, Applied maths and Stats., Collaborating with other academics and lecturers to improve teaching methods and expand knowledge base, Setting and grading assignments, tests, and exams, Attending and participating in meetings, conferences, and other events in and outside of the institution, Providing support to students and other colleagues.

Education

- 2012-2014 Master of Commerce (M.Com) in Finance, **University of AJK**, Kotli
CGPA 3.06/4.00 *A* | Major: Finance, Accounting, Management | [Detailed List of Exams](#)
- 2010-2012 Bachelors in Commerce in Business Administration, **University of AJK (Kotli)**
Grade: *B* | Major: Accounting, Banking, Income Tax and Law, Auditing, Economics | [Detailed List of Exams](#)
- 2008-2010 HSSC (I.Com) at **BISE Mirpur**, AJK, Pakistan
Grade : *B* | Major: Accounting | [Detailed List of Exams](#)
- 2004-2006 SSC (Matric) at **BISE Mirpur**, AJK, Pakistan
Grade : *B* | Major: Science | [Detailed List of Exams](#)

Languages

Urdu Mother tongue
English: Fluent
Arabic: Basic Knowledge

Computer Skills

Intermediate Knowledge: vba, Excel, Word, PowerPoint
Basic Knowledge: Commonly used Accounting Software Tools

Interests and Activities

Technology, Business Management, Programming,
Psychoanalysis, Behavioural Finance
Football, Cricket, Travelling.