



# SHAHBAZ UR RAHMAN

Sharjah, UAE

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## WORK EXPERIENCE

### Future Spare Parts /// Oct 2022- Nov 2023

#### Accountant

- Cash Handling at Front Desk
- Maintain daily cash flows, ledgers and balance sheets
- Providing feedback to BM and ABM for daily reports
- Document cash flows
- Coordinating with procurement department regarding updates for spare parts.

### Muslim Commercial Bank /// August 2022- Oct 2023

#### Internship

- Cash Handling at Front Desk
- Managing Cash Openings & Cash Closing.
- Open new accounts with customer KYC
- Build long-term relationship with the customers.
- Post the clearing on daily basis and send by NIFT
- Guiding customers about new policies of bank.
- Resolving customer conflicts and guiding them to appropriate solutions as per their needs.
- Handling Foreign currencies.

## EDUCATION

**ADS (Economics , Math & Computer Science),**  
BAHAUDDIN ZAKARIYA UNIVERSITY| MULTAN| 2022

## LANGUAGES

English ✓      Punjabi ✓      Saraiki ✓  
Urdu ✓      Hindi ✓

Experience in developing Customer Handling skills, Managing Customer relation in Financial sector. Hardworking and Technically skilled person known for Handling Cash. Maintaining excellent record of success in providing excellent customer service, increasing revenue growth & market share. Can Easily Adopt & Understand Latest Trends.

Having Excellent Interpersonal, Project Management & Communication Skills and Aims to Learn and Contribute in the Long-Term Growth of an Organization. Capability to understand latest trends & implementing them to translate business needs into customer solutions.

### Strength & Skills

- Customer Support & Handling
- Team Player
- MS OFFICE (Word, Excel, etc.)
- Cash Handling
- Data Entry
- Accounting System Software
- Windows / PC / Printers
- Documentations