

Umair Jazab



Cash Department Incharge | Cash Manager

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Address: Dubai U.A.E

About me

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth..

Personal Information

Gender: Male

Nationality: Pakistani

Date of birth: 09.04.1990

Language: Urdu Hindi Punjabi English Arabic

Interests

- Baking/cooking
- Cricket
- Gym
- Running or Jogging

Skills

Cash Handling Expertise



Rapid 10 Key Data Entry



Strong Banking Concept



People Oriented



Excellent Time Management Skills



Positive Attitude



Experience

Cash Department Incharge | Cash Manager

Nov 2013 – Dec 2023

Habib Metropolitan Bank LTD

• Verify proper signatures (endorsements) on checks. Monitor and control the flow of cash coming into and going out of the organization, helping ensure the company's business and investment needs are met. Project /forecast cash flow in and out and determine if the organization will have enough cash, need a loan, or have more cash than needed (to be invested); research investment options. Safeguard, verify, and control all cash assets. Establish and maintain banking relationships. Establish and maintain cash movement policies, procedures, and controls. Prepare and deliver treasury reports (cash balances, cash projections, credit reviews, etc.).

Cash Officer**Nov 2012 – Oct 2013****Habib Bank LTD (HBL)**

- Serves customers by completing account transactions. Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals, and recording night and mail deposits. Sells cashier's checks, traveler's checks, and series e bonds. Maintains supply of cash and currency and turns in excess cash and mutilated currency to head teller. Complies with bank operations and security procedures by participating in all dual-control functions, maintaining customer traffic surveys, auditing other tellers' currency, and assisting in certification of proof. Maintains customer confidence and protects bank operations by keeping information confidential. Contributes to team effort by accomplishing related results as needed.

Accountant**Dec 2010 – Nov 2012****Sheikh Riaz Ahmed Oil Traders**

- I Have Served 2 Years After Graduation As An Accountant In A Private Firm Named Sheikh Riaz Ahmed Oil Traders. My Job Role Was Maintaining Daily Accounts Receivable And Payable. Income And Expense Balancing. Petty Cash Book And All Other Transactions Pertaining To An Accountant.

Education

University Of Gujrat**Jul 2008 – Jun 2010****B.Com**

- I Have Completed My Graduation Degree In 1st Division. Major Subjects Were Accounting & Finance. My Degree Is Verified & Attested By U.A.E Embassy

Government College Of Commerce**Jul 2006 – Jun 2008****D.Com**

- I Have Completed Intermediate Studies With Major Subjects Of Banking & Finance

Government Islamia High School**Jul 2004 – Jun 2006****Matriculation**

- I Have Completed Matriculation In Science Subjects

Achievement

Awards | Promotion | Appreciation

- Received Multiple Awards, Promotions And Appreciation Certificates During My Career.

Additional Info

Visa Status

- Currently Living In Dubai On A Visit Visa. I Will Join Immediately. Having A Pakistani Driving License