



+971 52 905 7886



umarsafdar.pkli@gmail.com



Dubai, Dubai, United Arab Emirates

## SKILLS

Auditing



Billing



Problem Solving



Accounting



Management



Team Management



Public Dealing



Adaptability



Communication



Multilingual skills



Technological Adaptability



Cash Handling



# Umar Safdar

BANK TELLER | ASSISTANT ACCOUNTANT | CSR

## ABOUT ME

A detail-oriented professional with Accounts Payable experience, A BBA graduate in Banking and Finance, and knowledge in QuickBooks and MS Office. Seeking an Accounting role to apply problem-solving and auditing skills, contributing to organizational financial success and continuous personal growth.

## WORK EXPERIENCE

### SENIOR ASSISTANT (ACCOUNTS)

Sehat Sahulat Program (Govt Project) / Lahore  
/ Feb 2022 - Dec 2023

Managing the Panel Business as an Accounts Payable. Job Duties;

- Approving invoices for payment.
- Verifying the accuracy of invoices.
- Receiving and processing the invoices.
- Review and approve invoices for payment.
- Enter invoices into the accounting system.
- Generate reports on accounts payable activity.
- Resolving Billing disputes.

### Teller

Meezan Bank / Lahore / Jul 2021 - Aug 2021

I did Two Months Internship there. My Job Duties is to:

- Customer Transactions.
- Currency Handling.
- Assist customers in opening new accounts.
- Explain account fees, interest rates, and other relevant details.
- Reconcile the cash drawer at the end of each workday.
- Operate and navigate computer systems and banking software.

## EDUCATION

### BBA (BANKING AND FINANCE)

HAILEY COLLEG OF BANKING AND FINANCE / Lahore / 2021

### Bachelor of Science

Govt. Dyal Singh College / Lahore / 2019

(CMA) COST AND MANAGEMENT ACCOUNTANT  
TH E INSTITUTE OF COST AND MANAGEMENT  
ACCOUNTANTS / LAHORE

One and a Half Module are remaining.

### Diploma

LANGUAGES

Urdu

English

Hindi

Punjab Skill Development Counsil / Lahore

- Ms Excel
- Ms word
- Power Point
- Ms Access
- Typing
- Data Entry