

# Muhammad Bilal

## Accounting & Finance

Near Adnoc Pump AL Samha East Abu Dhabi

Mobile: 0523592042

[EMAIL=muhammadb273@gmail.com](mailto:muhammadb273@gmail.com)



### PROFESSIONAL SKILLS

#### Financial

- Proposing innovative solutions to defined problems to ensure that sound decisions are made across the company.
- Responding quickly, responsibly and pragmatically to situation that require immediate attention, focus and action.
- Having a professional & helpful manner when dealing with finance related enquiries from colleagues/third parties.

#### Personal

- Tactful communicator who has a warm, friendly and welcoming manner & who is confident when communicating.
- Willing to challenge the status quo and not afraid to rattle a cage or upset individuals for the good of the company.

### PROFESSIONAL EXPERIENCE 6 YEARS

#### Lari Exchange

Currently Working as Lead officer at Lari Exchange from 12<sup>th</sup> Oct 2021.

- Western Union (send & Receive)
- Remittance Transfer
- Instant Cash
- Cash Handling
- Customer services
- WPS
- Bills Payments
- Daily Reporting and emailing
- Customer Services

#### AL Ghurair International Exchange (UAE)

Worked as Remittance Officer at Alghurair Int'l Exchange UAE from 10 Nov 2018 to 19<sup>th</sup> Sep 2021.

- Telegraphic Transfer over the seas.

- Western Union Send & Receive.
- Ria.
- Transfast.
- Hello Paisa
- Pakii
- Cash Handling
- Files Keeping.
- Customer Satisfaction.
- Company Promotional Schemes Ideas.
- DING

### **AA EXCHANGE COMPANY (PVT) Ltd**

Worked as Cash Officer at AA Exchange from 15<sup>th</sup> August 2016 to 10 July 2018.

- Cash Management.
- Funds Transfer.
- Foreign Remittance.
- Preparing TT & DD.
- Record keeping.
- Customer Services
- Western Union. (inward & outward)
- Money Gram. (inward & outward)
- Ria Receiving.

### **Qualifications:**

B.COM	2012-2014	University of Gujarat
I.COM	2010-2012	B.I.S.E Gujranwala
Secondary School Certificate	2008-2010	B.I.S.E Gujranwala

### **PERSONAL INFORMATION**

Father Name	Muhammad Saleem
Date Of Birth	24-03-1993
Passport No	BR3701642
Nationality	PAKISTANI
Marital Status	Married
Religion	Islam
Languages	English,Urdu,Punjabi,Hindi

## **REFERENCES**

Reference will be provided on request / requirement.