



Umair Jazab

Cashier | Accountant

Contact

Phone:

+971566640345

Email:

umairjazab@gmail.com

Nationality:

Pakistani

DOB: 09.04.1990

Gender: Male

Address: Dubai U.A.E

Skills

Cash Handling

Expertise

★★★★★

Rapid 10 Key Data

Entry

★★★★★

Strong Banking

Concept

★★★★★

People Oriented

★★★★★

Excellent Time

Management Skills

★★★★★

Positive Attitude

★★★★★

Language

- Urdu
- Hindi
- Punjabi

Summary

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.

Experience

Habib Metropolitan Bank LTD **Oct 2021 – Dec 2023**

Cash Department Incharge

- Supervise daily cash related entries, Monitor and Control the flow of cash, Maintain Cash movement policies, ATM balancing, Locker balancing, Cheque Books balancing, Cash Books balancing, Reconcile previous day transactions..

Habib Metropolitan Bank LTD **Jun 2021 – Oct 2021**

Area Coordinator

- Coordinate with Managers and Clients to plan, implement, and monitor project development activities, Assist in recruiting and training staff, Maintain, Complete and Accurate business records..

Habib Metropolitan Bank LTD **Jan 2021 – Jun 2021**

Branch Banking Officer

- Account opening, General Banking and Foreign Remittance

- English
- Arabic

Hobbies

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

Habib Metropolitan Bank LTD [Nov 2013 – Jan 2021](#)

Head Cashier

- Receiving and Payment of Cash, Receiving and Payment of Foreign Currency, Cash Balancing, ATM Balancing .

Habib Bank LTD (HBL) [Nov 2012 – Oct 2013](#)

Cash Officer

- Receiving and Payment of Cash and FCY, ATM balancing, Cash Books balancing, Collection of Utility Bills .

Sheikh Riaz Ahmed Oil Traders [Dec 2010 – Nov 2012](#)

Pvt LTD

Accountant

- 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

B.Com [Jul 2008 – Jun 2010](#)

University Of Gujrat

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

D.Com [Jul 2006 – Jun 2008](#)

Government College Of Commerce

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

Matriculation [Jul 2004 – Jun 2006](#)

Government Islamia High School

- I Have Completed Matriculation In Science Subjects

Achievement

Awards | Promotion |
Appreciation

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