

Umair Jazab

Cashier | Accountant | Data Entry

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

- Oct 2021
|
Dec 2023

Habib Metropolitan Bank LTD
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..
- Jun 2021
|
Oct 2021

Habib Metropolitan Bank LTD
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..
- Jan 2021
|
Jun 2021

Habib Metropolitan Bank LTD
Branch Banking Officer
Account opening, General Banking and Foreign Remittance .
- Nov 2013
|
Jan 2021

Habib Metropolitan Bank LTD
Head Cashier
Receiving and Payment of Cash, Receiving and Payment of Foreign Currency, Cash Balancing, ATM Balancing .
- Nov 2012
|
Oct 2013

Habib Bank LTD (HBL)
Cash Officer
Receiving and Payment of Cash and FCY, ATM balancing, Cash Books balancing, Collection of Utility Bills .
- Dec 2010
|
Nov 2012

Sheikh Riaz Ahmed Oil Traders 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

- Jul 2008
|
Jun 2010

B.Com
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
- Jul 2006
|
Jun 2008

D.Com
Government College Of Commerce
I Have Completed Intermediate Studies With Major Subjects Of Banking & Finance
- Jul 2004
|
Jun 2006

Matriculation
Government Islamia High School
I Have Completed Matriculation In Science Subjects

Contact Info

Phone:
+971566640345

Email:
umairjazab@gmail.com

DOB:
09.04.1990

Gender:
Male

Nationality:
Pakistani

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
- English
- Arabic

Hobbies

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