

## **IBRAR ARSHAD**

### **Personal Banker & Accountant**

Address: Satwa Dubai, Mobile # +971 56 924 8145

Visa Status Employment – Dubai UAE (Transferable)

Email- ibrardogar493@gmail.com



## **OBJECTIVE**

To achieve a responsible position in a professional working environment and looking forward to a dynamically growing and progressive organization

## **EXPERIENCE**

### **Bank of Punjab-Personal Banker 2022-2023**

- Advise customers on bank services for their needs (loans and credit cards)
- Manage customer bank accounts; open, close and
- Overseas transactions.
- Resolve issues with banking services and accounts.
- Refer clients to in-house financial experts, as needed



### **Fone World-Assistant Accountant 2020-2022**

- Preparing financial documents such as Invoices, Bills
- Accounts Payable and Receivable Management
- Completing Purchase Orders
- Managing Payroll Management
- Completion of Financial Reports
- Assisting Finance Team (Budgets, Bank Reconciliations)

## **EDUCATION**

Bachelor of Commerce 2017-2019 (University of Punjab Pakistan)

## **SKILLS**

- Time Management, Numbers Crunching, Multitasking, Strong Conceptual Skills, MS Excel, MS Word, MS PowerPoint, Good Communication Skills

**LANGUAGES** English, Urdu/Hindi, Punjabi