

Qasim Ali

PROFESSIONAL BANKER (ACCOUNTANT)

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SUMMARY

Career Objective

To contribute the best of my abilities to the overall objectives of the organization, while Obtaining higher degree for careerprogress. I am a highly motivated person willing to learn and complement my existing education and experience towards successful fulfilment of the task allocated to me.

Personal Profile

- Versatile, Dynamic, and Goal-Oriented professional with Bachelor Of Commerce over 7 year experience in Finance Accounts and General Administration with reputed Companies.
- Quick learner with an ability to handle multiple tasks. Good knowledge of Administration, Purchase and Stores also.
- Excellent communication, interpersonal, computer proficient, problem solving, organizational and leadership skills.
- Seeks a challenging work profile where gained skills, experience and industry knowledge will have a valuable impact.

SKILLS

Cold Calling	● ● ● ● ●	MS Office Suite	● ● ● ● ●
Customer Services	● ● ● ● ○	Goal Oriented	● ● ● ● ●
MIS Reporting	● ● ● ● ●	Quick Book	● ● ● ● ○
Compliance Management	● ● ● ● ○	Tally ERP 9	● ● ● ● ○
PeopleSoft HR Software	● ● ● ● ○	Temenos 24	● ● ● ● ●

EXPERIENCE

Branch Service Officer (Accounts)

Meezan Bank Limited Jan 2020 - Nov 2023

- Performed general accounting functions including bank reconciliation, coding of transactions, expense accruals/amortization, reviewing Invoices (PO & Non-PO based) and disbursement of payments.
- Proficient in account opening procedures and regulatory compliance
- Strong understanding of KYC (Know Your Customer) requirements.
- Monitoring the accounts receivable ageing.
- Assisting senior accountant with general ledger, journal postings and monthly financial statements preparation.
- Spearhead financial operations, managing accounts and liabilities to ensure accurate record-keeping and compliance with industry standards

Personal Banking Officer (Sales Officer)

Meezan Bank Limited, Lahore May 2019 - Dec 2019

Key Qualifications & Responsibilities

- Managed customer transactions.
- Assisted customers with account inquiries.
- Promoted bank products and services to customers.
- Sound knowledge of the customer service concept and its importance in developing and expanding customer relationships
- Ability to work in a team-based environment Demonstrated product and segment knowledge and referral abilities
- Well Knowledge about Kafallah, MDIP, MDIP 2

Branch Service Officer (Cash)

Meezan Bank Limited Apr 2017 - Apr 2019

Key Qualifications & Responsibilities

- Processed daily client transactions, including deposits, withdrawals, money transfers, loan payments, and selling cashier's checks.
- Accurately maintained records of each transaction and ensured all documentation and paperwork was in place and within compliance.
- Assisted clients with various questions and concerns related to their accounts and bank products

Account Assistant

Carrefour Pakistan, Lahore *Mar 2016 - Mar 2017*

- Expertise in finance, accounting, budgeting and cost control principles.
- Expertise in analyze financial data and prepare financial reports and statements.
- Prepare and review revenue, expenses, payroll entries, invoice & and other accounting documents
- Preparation of Bar-coding & pricing for the inventories.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Direct responsible for all accounting and bookkeeping function on a daily.
- Handle and file the accountancy related documents, forms and vouchers
- Accounts Receivable & Payables included accounts reconciliation of Customer / Vendor, billing, collection and maintenance of A/P & A/R report.
- Resolve accounting discrepancies

EDUCATION

Bachelor of Commerce

The University Of Punjab *Nov 2014 - Feb 2016*

Bachelor's Degree in Banking & Finance

COMPUTER AND ACCOUNTING SOFTWARE

Certified Banking Compliance Professional (CBCP)

The Institute Of Banker Pakistan (IBP) *2021-07-23*

This certification is designed for professionals involved in ensuring regulatory compliance within the banking sector.

LANGUAGES

English



Urdu



AWARDS

Employee of the month

Meezan Bank Limited *2022-10-24*

Chosen employee of the month for supervising the finance department and handling multiple positions during company restructuring.

PERSONAL SKILLS

Good Communication



Leadership



Adaptability



Team Player

