



SADAF ZEESHAN

ACCOUNTANT CUM ADMIN

EDUCATION

**BACHELOR OF COMMERCE
(B.COM) 2019 -2021**

**The University of Punjab
Lahore, Pakistan**

CONTACT

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LANGUAGES

English

Hindi

Urdu

QUALITIES

- Ability to deal with people diplomatically
- Strong decision maker
- Comprehensive problem solving ability
- Self-motivated
- Quick learner
- Good team worker
- Good customer service

PERSONAL INFORMATION

NATIONALITY : Pakistan
RELIGION : Muslim
MARITAL STATUS : Married
JOINING : Immediately
VISA VALID TILL : Visit Visa
(18th April 2024)

OBJECTIVE

Seeking a responsible and challenging position, which can tap my potential in growth, oriented professional Organization prospects where the association is mutually benefited. To be a part of a winning team and to serve an organization which offer challenging task, creative environment and bright career and prospects

WORK EXPERIENCE

Banking Officer, Habib Metropolitan Bank – Pakistan

Oct 2021 - Dec 2022

- Managing client bank accounts, including opening and closing accounts, and overseeing transactions Processing deposits, payments, and withdrawals
- Collaborating with other banking professionals to ensure high-quality client service.
- Monitoring interest rates on loans and advising customers on ways to reduce interest costs on outstanding balances
- Communicating with high-value customers regarding account management and other matters relating to loans or deposits
- Reviewing financial statements to assess risk in lending decisions and investment opportunities

Accountant Cum Admin, New Pak Angels Public School – Pakistan

Jan 2015 – Mar 2021

- Handled the day to day petty cash expenses and cash book and bank book of the school.
- Prepared and processed the monthly salaries of the staff.
- Calculated the monthly and annual profitability of the school.
- Managed the school budgeting process and the day-to-day financial operations including exercising financial control over budget expenditure.
- Supervises clerical and administrative personnel by communicating job expectations, appraising Job results, and disciplining employees