

Muhammad Mohsin



Cell No. 0545181268

E-mail :mohsin.health@gmail.com

Valid UAE Driving license

Curent statuts : Employment Visa

Profile Summary

- As Cheif Cash officer in Bank Alfalah limited Pakistan (for 3 years)
- Accountant in Education Sector in Polaris Private Academy in Abu Dhabi (2 Years)
- Accountant in Construction Sector in JCC Contracting Abu Dhabi (1 Year)
- As Sales officer in UBL (United Bank Limited Pakistan) (for 1 Year)

Career Objective

To provide my services in a technically groomed environment wherein my academic qualification coupled with my inherent talent are capitalized and nurtured towards perfection.

Experience

- | | |
|--------------------------|---|
| Job Title | Accountant |
| Industry | Education and Construction |
| 04-08-2015 to 30-11-2018 | Polaris Private Academy & JCC Contracting (Abu Dhabi) |
- Maintaining Accounts Payable
 - Maintaining Accounts Receivables
 - Accounting Transactions by Using Accounting Software Like Tally ,QuickBooks ,T24
 - Balancing Accounts
 - Prepare Asset, Liability and Capital Account entries by compiling and Analyzing account information
 - Document financial transactions by entering account information
 - Maintain accounting controls by preparing and recommending policies and procedures
 - Reconcile financial discrepancies by collecting and analyzing account information
 - Secure financial information by completing database backups
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- | | |
|--------------------------|---------------------------------|
| Job Title | Chief Cash Officer |
| Industry | Banking |
| 26-02-2013 to 09-05-2015 | Bank Alfalah Shorkot (Pakistan) |
- Delivering an exceptional cashier service through excellent customer servicing, sales and transactional processing.
 - Ability to deal with large transaction volumes.
 - Taking money, checks, electronic payments, and coupons from the customer and giving back the correct change.
 - Being responsible for accuracy of a till & keeping the till safe, tidy and clean
 - Cash payment
 - Cash receipt

- Utility Bills
- All cash related weekly & monthly reporting
 - Daily ATM balancing
 - ATM reconciliation
- ATM GL Balancing

Job Title Business Development Officer
Industry Banking
01-01 2012 to 29-01-2013 United Bank Limited (Pakistan)

- Working for Liabilities in personal accounts and as well as for company accounts as direct sales.
- Responsible for opening new accounts and after sales services.
- Focusing on monthly target in terms of new number of accounts and Liabilities in existing portfolio.
- Reporting to Team Manager on daily basis for whole day activity with DSR.

Educational Qualification

- B.com Punjab University Lahore
- FSC Government Degree College Shorkot.
- **Metric**, Government high school Shorkot.

Major Subject

- | | |
|------------------------------|------------------------|
| • Accounting | • Managerial Ethics |
| • Financial Budgeting | • Marketing Management |
| • Human Resource Management | • Industrial Relations |
| • Organizational Behaviour | • Business Finance |
| • Business Policy & Strategy | • Entrepreneurship |
| • Total Quality Management | • Financial Management |

Professional Skills

- | | |
|-----------------------|--------------------------------|
| • Communication | • Team working |
| • Leadership | • Micro Soft Office |
| • Database management | • T24 Temenos Banking Software |

Training Sessions

- Fraud prevention in Branch Operations.17-02-2013
- Your best foot forward- Personal Grooming. 16-02-2013
- Operational Risk covering. Key Risk Indicators & Loss Data Base. 04-07-2013
- Is this money clean? AML & KYC. 09-10-2012

Extra-Curricular Activities & Affiliation

- Cricket player
- Badminton player
- I had represented of my college badminton team.
- Watching Movies
- Reading newspaper and novels.
- Organized several events during Academics such as Seminars and workshops.

Language			
<ul style="list-style-type: none">Urdu; Spoken: Expert, Written: IntermediateEnglish; Spoken: Expert, Written: ExpertPunjabi; Spoken: Expert, Written: Basic			
PERSONAL			
Father name:	Abdul Wajid	NIC NO:	33203-7368144-1
Religion:	Islam	Date of Birth:	28-03-1990
Domicile:	Punjab Pakistan	Marital Status:	Single
REFERENCES			

Upon Request...



Bank Alfalah

Human Resources & Learning Group

July 13, 2016
HRLG/MD/15668

SERVICE CERTIFICATE / RELEASE LETTER

This is to certify that under mentioned Officer has been in the employment of our Bank as per following details:-

Name	: Mr. Muhammad Mohsin
EMP #	: 15668
Date of Joining	: February 26, 2013
Employment Status	: Regular
Last Working Day	: May 09, 2015
Leaving Grade	: Range-I
Last Designation	: Chief Cashier
Last Place of Posting	: Mouza Shumali Shorkot Branch
Last Drawn Gross Salary	: Rs.23,801/-p.m.
Leaving Status	: Resignation

We wish him success in his future endeavors.

M. Danish Iqbal
Assistant Manager HR Operations

Qurban Ali
Sr. Manager HR Operations