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

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 Oualification

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

Major Subject

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

Professional Skills

- Communication
- Leadership
- Database management

- Team working
- Micro Soft Office
- 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

• Urdu; Spoken: Expert, Written: Intermediate

• English; Spoken: Expert, Written: Expert

• Punjabi; Spoken: Expert, Written: Basic

PERSONAL

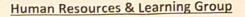
Father name: Abdul Wajid **NIC NO:** 33203-7368144-1

Religion: Islam **Date of Birth**: 28-03-1990

Domicile: Punjab Pakistan Marital Status: Single

REFERENCES

Upon Request...





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

%r. Manager HR Operations