



# SHAFQAT HUSSAIN

**Br. Manager | Teller & Accountant | Customers Services Specialist**

## SUMMARY

Experienced LC & FC Teller/Accountant and Branch manager with demonstrated history of working in the financial industry. 9 Years of Experienced in Exchange Houses, handling Cash & Accounts, Remittance inward/outward, Customers services. to seek a dynamic career in a reputed organization where I can enhance my professional skills.

## EXPERIENCE

- **Customs Clearance Agent & Accountant**
- **Sherbaz Cargo and Clearance L.L.C** (Shipping & Customs Clearance Services)
- Aug-2022 to Present
- ❖ Collecting Delivery Orders & Bills Of Landing
- ❖ Making Bill of Entry in Customs Portal
- ❖ Customs Inspection and Health inspection of Items in Containers
- ❖ Registration of new Companies in Customs Portal and make Import codes
- ❖ Collection of payment from Customers
- ❖ Overall handle all accounts related work, monthly profit and loss statement Etc.
- **Branch Manager**
- **Link International Exchange Pvt Ltd.**
- Mar-2018 to Oct 2021 (3.5 Years)
- **Senior Teller & Accounts Officer**
- **Wallstreet Exchange Company Pvt Ltd.**
- May-2013 to Feb-2012 (5 Years)

## Job Responsibilities:

- ❖ As a Branch Manager Overseeing and Coordinating Operation for a Branch
- ❖ Assist Customers service to ensure customers satisfaction
- ❖ Precede inward / Home remittance / Outward Payments from System.
- ❖ Foreign Currency Dealing
- ❖ Anti-Money Laundering Compliance
- ❖ Business Development CRM
- ❖ Liaison with clients.
- ❖ Accounts & Reconciliation
- ❖ Assisting and reporting to Higher Management.
- ❖ Book keeping
- ❖ Working well in Accounting Software's (wall soft) and (FMS)

## EDUCATION

- **Bachelor of Commerce (B.COM)**
- University of Sargodha
- Years 2011-2012
- **Diploma in Commerce (D.COM)**
- Punjab Board of technical Education Lahore,
- Years 2010-2011



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Living in Rolla, Sharjah, UAE

## SKILL HIGHLIGHTS

- ❖ Good Communicational Skills.
- ❖ Ability to handle multiple tasks.
- ❖ Work well under pressure.
- ❖ Strong decision-making abilities.
- ❖ Work with supervision.
- ❖ Microsoft Office (Word, Excel, Power Point, Publishers)
- ❖ Windows, XP to 10 Professional,
- ❖ Can handle cash in Bank or in Money Exchange Company.
- ❖ Good Customer services skills.
- ❖ Self-motivated.
- ❖ Leadership quality.
- ❖ Good management skills.
- ❖ Motivation to Concern Staff

## LANGUAGES

- ❖ English
- ❖ Urdu, Hindi
- ❖ Punjabi

## HOBBIES

- ❖ Reading self-help Books
- ❖ Listening Books Online
- ❖ Motivational Talks
- ❖ Badminton

## Personal Info

Nationality: Pakistani  
DOB : 07-Apr-1989  
Visa : Employment Visa  
Valid Till: 08-Nov-2024

## UAE DRIVING LICENSE

LTV Manual License:  
Continue at final Stage