



# AQEEL AHMED

## Accountant

### Contact:

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### Email ID:

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### Visa Status:

Free Zone Visa Holder

### Nationality:

Pakistani

### Address :

Al Waha Street , AL Quoz 03, 00000 Dubai,  
United Arab Emirates (Work)

## About me

Seeking for a promising future with the opportunity to utilize potential and knowledge in a creative and educational environment aiming at the achievement of goal with hard work, dedication and distinction.

## Education

### ■ Bachelor in Commerce

Federal University of Sci & Tech  
Islamabad, Pakistan  
30 MAR 2012 – 12 APR 2014

### ■ Diploma in Commerce

Business Management university  
Punjab Board of Technical Education  
Wuhan, China  
11 MAR 2017 – 19 APR 2018

### ■ Matriculation Degree (Science Group)

AZAD KASHMIR, Pakistan  
25 MAR 2008 – 13 APR 2010

## Language

English ● ● ● ● ●

Urdu ● ● ● ● ●

Chinese ● ● ● ● ●

## Work Experience

### Reconciliation Assistant

SEP 2019 – APR 2024

#### Commercial Bank of Dubai, United Arab Emirates

- Perform verification and reconciliation of Cheques.
- Process and reconcile transactions of complex nature. Maintain appropriate files, documentation, and data.
- Handle inward/outward clearing for respective branches and transfer daily outward files to the Central bank within the cut-off time.

### Transguard Group

- Drive revenue through service excellence and lead identification.
- Prepare cash bundles for Wholesale and other Stores.
- Verify and reconcile money transfer parcels before dispatch.
- Conduct end-of-day processing and reconciliation.
- Handle inter-counter vouchers for currency movements.
- Maintain financial transaction receipts and report compliance breaches.
- Ensure POS machine reports match executed transactions.
- Perform verification and reconciliation of cheques, both inward and outward.

## Computer Skills

1. Good typing speed for numeric and alphabetical data input.
2. Having excellent working knowledge and experience of MS Word, MS Excel, MS Power Point over 7 years
3. Outlook, Internet, and Multimedia.
4. Hardware/software 9-month academic course.

## Key Strengths

1. Good communication how clearly you convey your ideas.
2. Keen interested learning new things and prioritizing multiple tasks.
3. Planning skills sharing ideas with colleagues and seniors.
4. Quick learner and keen to have relevant work experience.
5. Ability to establish and maintain professional relationships with clients, colleagues, and external bodies.