# Fawad Ali

Abu Dhabi, UAE

Visa status – Employment Visa

Immediately available

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## **Profile Summary**

Banking professional with over four years of diverse professional experience across multiple organizations, with a recent focus on financial operations at Bank AL Habib Ltd Pakistan as an Operations Officer .Business graduate with a specialization in finance from a reputable university in Pakistan. Demonstrated proficiency in financial analysis, risk management, remittance and compliance within the banking sector. Seeking opportunities to contribute expertise and drive growth within a forward-thinking organization.

## **Work History**

FEB-2024 - CURRENT

## **Office Assistant/Admin**

#### **EMKAN Contracting L.L.C - United Arab Emirates**

- Efficiently support the Head of Investor Relations with operational and administrative tasks
- Handle sensitive client data in line with data protection guidelines
- Maintained productive phone and email correspondence with end users, colleagues
- Placed orders to vendors and processed invoices efficiently and accurately, Checked invoice records for accuracy and completeness
- Made sure proposals were entered into the in-house program (job nimbus) with correct pricing, square footage, types of stones to be used/asphalt. Sent to current customers or prospective clients in a timely manner, to meet the deadline.
- All invoices stamped & sent out in a timely fashion to meet the monthly payment deadline.
- Compiling, copying, sorting, and filing records of office activities, business transactions, and other activities, answer correspondence and prepare outgoing mail

#### 2022 - 2024 Officer Operations

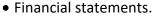
## Bank Al-Habib limited - Mardan, Pakistan



- process of all cash transaction related deposits, withdrawals & foreign currency
- Handle cash, credit, or check transactions with customers
- Issue change, receipts, refunds, or tickets
- Creation of Individual/ Corporate membership
- Dormant membership activation
- KYC during creation of membership
- CIF creation
- Account opening creation
- Dealing with customers to fulfill their requirements
- Reactivation of dormant account
- Electricity & Internet bill payment collection
- KYC during account opening
- Cheque book processing, issuing and record keeping
- Receive request from the customer for opening of account in BAHL.
- Account opening with understanding of financial processes and regulations.
- ATM processing, issuing and record keeping
- Efficient and secure processing of remittances while prioritizing client satisfaction.
- Provide AOF form, specimen signature card, ATM card form, products to account holder.

# 2021 - 2022 Accounts / Office Assistant Cure link Healthcare Pvt Ltd - Punjab, Pakistan,

## Cure link nearlicare FVI Liu - Funjao, Fakis



- Managing Accounts Payables Cycle.
- Preparation of bank reconciliation on monthly basis.
- Managing and collections of revenue from In-patients and Out-patients.
- Payroll processing and petty cash management.
- Review of accounting system and report preparation based for higher management.
- To make sure whether proper accounting standards are followed
- Oversee legal matters and liaison with external auditors/consultants.

#### 2020 - 2021 **Cashier**

## **Nesto Hyper Mall** - KPK, Pakistan,

- Made sure customers could pay quickly
- Prepare vouchers for cash payment
- Prepare cheques for the store payments
- Payment of Utility bills, SNGPL, MEPCO & PTCL.
- Helped sell more by being friendly.
- Reached or passed sales goals.
- Worked with local groups for sponsorships.
- Wrote daily reports on sales and money.





## **Education**

# Bachelors of Business Administration $(Finance\ )\ 2016-\ 2020$

( Abdul wali khan University Mardan )

## **Carreer Profile/Skills**

- ✓ Standards of Finance
- ✓ Effective communication
- ✓ Service orientation
- ✓ Customer Service

#### ✓ Problem solving

- ✓ Critical thinking
  - ✓ Software proficiency
  - ✓ Cash handling

## **Responsibilities**

- ✓ Maintaining financial records
- ✓ Remittance
- ✓ Performance management
- ✓ Branch Operations
- ✓ Customer Service

- ✓ KYC during creation
- ✓ Account Opening
- ✓ Clearing
- ✓ Administrative support
- ✓ Cash Handling

## **Additional Skills**

• MS Office (All versions, esp. MS Word, MS Power Point and MS Excel)

Software (MS Outlook)Software (Google Sheet)

## **Certification**

- BAHL (Bank Al-Habib Limited)
- Certificate of Training (BAHL Head office Karachi).
- Certificate of Appreciation (AWKUM University, Multan)

