

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 BAH.
- 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,



- Financial statements.
- 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 | ✓ Problem solving |
| ✓ Effective communication | ✓ Critical thinking |
| ✓ Service orientation | ✓ Software proficiency |
| ✓ Customer Service | ✓ Cash handling |

Responsibilities

- | | |
|---------------------------------|--------------------------|
| ✓ Maintaining financial records | ✓ KYC during creation |
| ✓ Remittance | ✓ Account Opening |
| ✓ Performance management | ✓ Clearing |
| ✓ Branch Operations | ✓ Administrative support |
| ✓ Customer Service | ✓ 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)