



CONTACT

Phone: +971 50 872 6290

Email: abulhasnat176@gmail.com

P.O Box: 8627, Musaffah-M/5, Abu Dhabi, UAE.

Expertise

- ✓ Cash Handling and reconciliation
- ✓ KYC update and verifications.
- ✓ Transaction Processing.
- ✓ Multi-Tasking.
- ✓ Regulatory Compliance.
- ✓ Communication and Team Collaboration.
- ✓ Budget Management.
- ✓ Accounting Operations.
- ✓ Financial Analysis.
- ✓ Critical thinking Skills.
- ✓ Accuracy and Attention to Detail.
- ✓ Excellent Typing Speed
- ✓ Data analysis
- ✓ Attention to detail
- ✓ Critical Reasoning
- ✓ Problem Solving
- ✓ Customer Service
- ✓ MS Office

Language

English : Fluent

Hindi : Fluent

Bangla : Native

Personal Details

Passport No. : A01120292

Expiry : 14 JUN 2031

Visa status : Visit Visa

Date of Birth : 02.01.1994

Nationality : Bangladeshi

ABUL HASNAT

Profile

With three years of dedicated experience as a Service Officer-Teller, Junior Accountant, I am actively pursuing opportunities within a dynamic, fast-growing company. My objective is to leverage my educational background, wealth of experience, and strong analytical skills to contribute to the mutual growth and success of the organization.

Education

B.Sc in CSE- 2014-2019

Software Engineering

International Islamic University Chittagong

Work Experience

Service Officer- Teller

Jun-22 to Dec-23

BRAC SAAJAN EXCHANGE

- Process all types of foreign exchange transactions accurately and efficiently.
- Verify customer identification and comply with all AML/KYC regulations.
- Answer customer inquiries and resolve issues promptly and professionally.
- Maintain accurate records and handled cash securely, adhering to all cash handling procedures.
- Cross-sell financial products and services.
- Stay up-to-date on exchange rates and market trends.
- Provide excellent customer service to build relationships and maintain a positive brand image.
- Contribute to a positive and productive team environment.

Juniour Accountant

Dec-20 to May-22

AAMRA NETWORK LIMITED

- Updating all financial records via accounting software.
- Reconciled bank statements and identified/resolved discrepancies.
- Maintain company ledgers and daily financial transactions.
- Maintaining financial documents such as bills, invoices, pay-orders, payables, receivables, and purchase orders.
- Coordinate and manage payment and billing details of external service providers, contractors, and vendors.
- Clarify payments and deposits made through the company account and coordinate with the bank.
- Create daily reports for management and team members.
- Help maintain the budget plan.
- Assist other departments such as HR and Marketing with reviewing of expenses.