

# Omer Ahmad

✉ umerahmad.1229@gmail.com

☎ +971 56 358 3450

Visit Visa: Jul 13, 2024



## Objective:

Detail-oriented and results-driven professional with a Bachelor's degree in Accounting and Finance from NUML. Enthusiastically pursuing a dynamic position where my analytical abilities, customer-centric approach, and dedication to excellence can drive impactful contributions to financial operations and service excellence.

## CAREER PROFILE/SKILLS:

- Financial Management
- Data Analysis
- Customer Service
- Proficiency in Excel & QuickBooks
- Customer Relationship Management
- MS Office Suite
- Effective Communication
- Attention to Detail
- Adaptability to Dynamic Market Conditions

## PROFESSIONAL WORK EXPERIENCE:

Organization: Bank of Punjab  
Outsource Company like ADCB  
Tenure: AUG 2021 – Jan 2022  
Designation: Internee



### Responsibilities:

- Assisted the accounts department in processing customer transactions, including deposits and withdrawals.
- Verified deposit amounts and examined checks for endorsement and negotiability.
- Entered transactions into bank records and ensured compliance with banking regulations.
- Collaborating with team members to optimize operational processes and workflow.
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- Handling cash transactions and maintaining accurate records of currency exchanges.

### Achievements:

- Recognized for attention to detail in verifying deposit amounts, reducing errors by 15%.
- Received positive feedback from supervisors for efficiency and accuracy in processing transactions while adhering to AML and KYC regulations.
- Developed strong communication skills through interactions with customers and colleagues.

Organization: Accountax Support Pvt Ltd  
(Accounting and Bookkeeping Firm)



Tenure: Aug 2023 - Apr 2024  
Designation: Accountant cum Bookkeeper

**Responsibilities:**

- Assisted with various accounting tasks under professional guidance, including accounts receivable and payable.
- Supported senior accountants with tasks such as data entry, invoice processing, and reconciliations.
- Handling cash transactions and maintaining accurate records of currency exchanges.
- Conducted financial analysis and prepared reports to assist in decision-making processes.
- Ensured compliance with AML (Anti-Money Laundering) and KYC (Know Your Customer) regulations during financial transactions.

**Achievements:**

- Demonstrated proficiency in QuickBooks and Excel, contributing to the efficient management of financial data.
- Received positive feedback from senior accountants for accuracy and attention to detail in completing tasks.
- Developed strong analytical skills through hands-on experience in real-world accounting scenarios.

**ACADEMIC EDUCATION:**

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
BS – Accounting & Finance	National University of Modern Languages	2023
Intermediate	Board of Intermediate Education, Lahore	2018

**CERTIFICATION/ ADDITIONAL SKILLS:**

- MS Office (All versions, esp. MS Word, MS PowerPoint and MS Excel)

**TRAININGS & WORKSHOPS:**

Warehousing and material handling  
NUML Debating Society  
NUML Entrepreneur Society  
Part of NUML Alumni

**PERSONAL INFORMATION:**

Father's Name: Shoaib Ahmad  
Date of Birth: 16-March-1999  
Address: Al Karama, Bur Dubai

**REFERENCE:**

Reference will be furnished on demand.