



HAMZA ISHFAQ (ACCOUNTANT/BANKER)

CONTACT DETAILS

Location: Sherzaman Colony Flat no.105
Hor Al Anz Dubai.

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+971555131945

Email Address:
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Notice Period:
Immediately

Visa Status:
Visit Visa

ACADEMIC CREDENTIALS

- Bachelor of Business
Administration(BBA)(Hons)
PMAS Arid Agriculture University
Duration: (2013 -2017)
- HSSC (2011 -2013)
FBISE /502 Model College Lalazar R.w.p
- SSC (2009 -2011)
FBISE/502 Model College Lalazar R.w.p

PERSONAL DETAILS

Date of Birth:
24-May-1993

Passport Details:
NR1844202 (Valid till Aug 2033)

Gender:
Male

Marital Status:
Single

Nationality:
Pakistani

LANGUAGES

- Urdu (Native)
- English (Fluent)

PROFESSIONAL SUMMARY:

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

CAREER EXPERIENCE;

MEEZAN BANK LTD (BRANCH SERVICE OFFICER)

OCT2021 –Nov23

Duties & Responsibilities:

- ✓ **Cash Handling:** Responsible for efficiently managing and handling cash transactions at the bank branch, including deposits, withdrawals, and currency exchange, while ensuring accuracy and compliance with bank procedures.
- ✓ **Customer Service:** Provide excellent customer service by addressing customer inquiries, resolving issues, and assisting with their banking needs, ensuring a positive and professional customer experience.
- ✓ **Documentation and Record Keeping:** Maintain accurate records of all cash transactions, prepare daily cash reports, and adhere to the bank's documentation and compliance standards to ensure the security and integrity of financial transactions.
- ✓ **Cross-Selling:** Identify opportunities to promote the bank's products and services to customers, cross-selling additional banking products such as savings accounts, fixed deposits, and investment options, thereby contributing to the bank's growth and profitability.

K.ASSOCIATES (ACCOUNTANT)

SEP2017-OCT2021

Duties & Responsibilities:

- ✓ Record invoice information, determine unit prices and product quantities to invoice customers.
- ✓ Make a list of sales invoices, revenue.
- ✓ Manage customer vouchers, invoices.
- ✓ Track incoming and outgoing goods
- ✓ Capture sales fees and expenses incurred as a basis for determining business results
- ✓ Reconcile with the debtor's accounting for the receipts for each customer, and the bank's accountants for the payment.
- ✓ Write financial invoices for customers as required.
- ✓ Propose solutions to superiors to promote the sales process of the business.

ACHIEVEMENTS

- ✓ Employee of the Month in Meezan Bank Ltd(Star Award Winner)
- ✓ Promoted to be Senior OfficerII

CORE COMPETENCES

- ✓ Project Management
- ✓ Time Management
- ✓ Team Lead
- ✓ Multi-Tasking
- ✓ Problem Solving
- ✓ Ability to prioritize works accordingly

SOFT SKILLS

- ✓ MS Excel
- ✓ T-24
- ✓ Basic Quick Book

DECLARATION

I Hamza Ishfaq hereby declare the details furnished in the resume are true and correct to the best of my knowledge.