

MUBASHER AMANAT BHATTI

CSR (CUSTOMER SERVICES REPRESENTATIVE)

FLA (FRONT LINE ASSOCIATE)

BUSINESS ACCOUNTANT / ADMIN OFFICER / SALES OFFICER



CONTACT

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mubasher-amanat-bhatti

Driving License from ITP

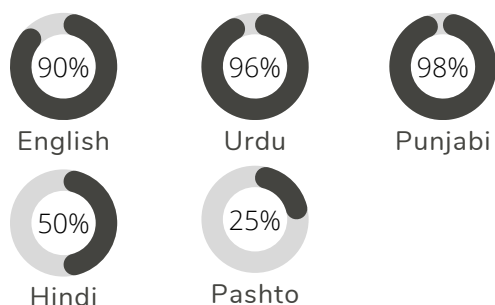
Visa Status: Residence Visa

Dubai UAE

PROFESSIONAL SKILLS

- Financial Reporting
- Accounting Softwares (Quickbooks, Peachtree, Excel)
- Bookkeeping & Auditing
- Cash Management
- Mentorship and Development
- Team Leadership and Direction
- Results-Oriented Performance
- Strategic Leadership
- Customer Due Diligence
- Stakeholder Engagement
- Multitasking
- Adaptability
- Technology Proficiency
- Resource Management
- Sales Strategy
- Negotiation
- Client Relationship Management
- Effective Communication
- Follow-up and Persistence

INTERPERSONAL SKILLS



CAREER OBJECTIVE

Detail-oriented and versatile professional with a proven track record in accounting and administrative functions, aspiring to leverage comprehensive expertise in financial management, administrative operations and sales support. Seeking a dynamic role where I can synergistically blend my proficiency in accounting principles, meticulous data analysis and strategic problem-solving with my adeptness in administrative coordination and sales engagement. Dedicated to optimizing organizational efficiency, fostering financial accuracy and enhancing customer interactions, while consistently upholding the highest standards of professionalism and contributing to overall growth and success.

EXPERIENCE

Hadi Express Exchange - Dubai UAE.

FLA (Front-Line Associate) | Sep 2023 ~ Present

- Provide top-tier customer service for exchange office visitors.
- Execute currency exchanges accurately and swiftly.
- Verify customer IDs and handle cash securely.
- Maintain office cleanliness and organization.
- Adhere strictly to regulatory and company policies.
- Keep meticulous transaction records & report any suspicious activities.
- Communicate effectively with customers and colleagues.
- Stay updated on currency trends and global economics.
- Collaborate with team members to optimize service and meet objectives.

A.S Arthur Global LLP - Islamabad Pakistan

Admin & Accounts Associate | Jan 2022 ~ Aug 2023

- Administrative Oversight
- IT Equipment Maintenance
- Accurate Accounting Record Keeping
- Comprehensive Audit and Compliance Compilation
- Timely Financial Report Sharing
- Client Accounts Management
- Aging Report Preparation and Dissemination
- Error Identification and Resolution
- Client-Centric Front Desk Role
- Performance Metrics Tracking

ACHIEVEMENTS

- I received a certificate from **Hadi Express Exchange, Al Quoz Branch**, on March 9, 2024, for the outstanding client engagement performance. It's a testament to my commitment to providing exceptional service and fostering positive relationships with our client. This recognition inspires me to continue delivering excellence in customer experiences.
- While working at **Muddsar Enterprises**, maintained precise and up-to-date financial records, ensuring accuracy and transparency in financial transactions and reporting, also implemented an improved invoice processing system that reduced errors and processing time, resulting in quicker payments and improved supplier relationships.
- Spearheaded the successful digitalization of **Bank Alfalah** vouchers using the Rosetta Computer Application, significantly improving accuracy, efficiency and record-keeping transparency. Achieved remarkable success in strategically growing the bank's liability business, leading to a substantial increase in revenue and market presence.
- Successfully contributed to the expansion of the **Smart Jobs** Business by developing strategic partnerships and growing the client base during the tenure as Franchise Manager, also demonstrated exceptional leadership qualities, inspiring and motivating team members to perform at their best and achieve set targets.

ACADEMIC PROFILE

- Bachelor of Commerce | 2016
- Intermediate of Commerce | 2011
- Secondary School Certificate | 2009

Muddsar Enterprises - Islamabad Pakistan

Accounts & Admin Officer | Oct 2019 ~ Dec 2021

- Precise Accounting Record Management
- Timely Receivables and Payables Management
- Comprehensive Financial Analysis and Reporting
- Thorough Client Due Diligence
- Effective Office Supervision and Operations
- Central Administrative Support
- Cross-Functional Collaboration
- Strategic Client Engagement
- Team Training and Development
- Vendor and Supplier Negotiations
- Business Promotion and Marketing

Yusra Medical & Dental College - Islamabad Pakistan

Assistant Accountant | Sep 2018 ~ Oct 2019

- Document Review and Pre-Audit
- Draft Accounting Entry Preparation
- Peachtree Accounting Entry Support
- Precise Record Maintenance
- Auditor Collaboration & Banking Relations Management
- Payroll Preparation and Disbursement

Prime HR Pvt. Ltd - Rawalpindi Pakistan

Business Development Officer | Jan 2018 ~ Sep 2018

- Strategic Liability Business Growth Oversight
- Comprehensive Liability Portfolio Management
- Deposit Mobilization and NTB Account Opening Leadership
- Market Analysis and Strategy Development
- Risk Assessment and Mitigation
- Sustainability Initiatives

Prime HR Pvt. Ltd - Rawalpindi Pakistan

DMS Operator | Oct 2013 ~ Dec 2017

- Proficient Data Capture Utilization
- Strategic Content Management Enhancement
- Meticulous Voucher Review and Rectification
- Daily Expense Record Management
- Branch Staff Leave and Personal Files Maintenance
- Record Keeping (Bank Vouchers)
- Digitalizing using the Rosetta Computer Application
- Participation in the Audit Process as a Supportive Resource
- Administrative Work Related to Maintenance

Smart Jobs Pvt Ltd (UK Based) - Rawalpindi Pakistan

Franchise Manager | Apr 2012 ~ Sep 2013

- Franchise Operations Management
- Financial Records Maintenance
- Business Expansion and Partnerships
- Effective Marketing Strategies
- Enhancing Company Reputation
- Customer Care and Relationship Building
- Inspiring Team Leadership
- Positive Work Environment Cultivation
- Exceptional Problem-Solving Skills