

# **MUHAMMAD** **UMAR**



## **E-MAIL**

[Umar.hanif7725@gmail.com](mailto:Umar.hanif7725@gmail.com)

## **CONTACTS**

Mobile  
0300-4066060

## **ADDRESS**

Mohallah Amir Abad  
Jalalpur Pirwala (Multan)

## **PERSONAL DATA**

D.O.B. : 01 Jan. 1989  
Sex : Male  
Nationality: Pakistani  
Status : Married

## **Visa Status**

Passport No.  
BF2225022

## **LANGUAGES KNOWN**

English, Urdu and Punjabi

## **SUMMARY**

To provide vital service and support to any given task by the company in the direction of its goals, to impart my knowledge and all my abilities learned through experience and education in the most suitable and excellent manner. Quick learner, Team Player, Effective Planner, self-motivated and with an ability to deal with cross-cultural communication.

## **AREAS OF EXPERTISE**

- Hard worker
- Problem Solver
- Customer Relations
- Computer Literate
- Working w/ strict deadline
- Presentable & Well Organized
- Excellent social skills
- Fair in English

## **PREVIOUS EXPERIENCE**

**17 April 2021 to till**

**Designation: Accountant**

Company : **HABIB RAFIQ PVT LTD**

Location : **LAHORE**

### **JOB PROFILE**

- Posting of JV's
- Clearing Of Payment
- Bank Reconciliation
- Cash receipts and payments

**10 January 2016 to 26-August 2020.**

**Designation: Cashier**

Company : **AL FARDAN EXCHANGE LLC**

Location : **DUBAI**

### **JOB PROFILE**

- Remittances
- Foreign currency purchase and sale
- Salary payments
- Fly Dubai and Air Arabia ticketing
- Cash receipts and payments

**. 2<sup>nd</sup> January 2015 to Dec 2015.**

**Designation : OPERATIONS OFFICER**

Company : **HABIB BANK LIMITED PAKISTAN**

Location : **Multan (Pakistan)**

### **Job Profile**

- Account opening.
- Clearing
- OBC, IBC.
- Posting of transfer vouchers.
- And all operations work of branch.

**10 December 2012 to December**

**2014. Designation : Cash Officer**

Company : **HABIB BANK LIMITED PAKISTAN**

Location : **Multan (Pakistan)**

### **Job Profile**

- Cash receipts and payments.
- Utility bills and University fee.
- Posting of Cheque, Receipt and Online funds transfers.
- Cash balancing at day end.

## EDUCATIONAL QUALIFICATIONS

### **Masters in Commerce (M.Com): 2012-: 2014**

Bahauddin Zakariya University, Multan. (Pakistan)

### **Bachelor in Commerce (B.Com) : 2007-2010**

Bahauddin Zakariya University, Multan. (Pakistan)

### **Intermediate ( FSC): 2005-2007**

Board of Intermediate and Secondary Education Multan. (Pakistan)

### **Matriculation: 2003-2005**

Board of Intermediate and Secondary Education Multan. (Pakistan)

## COMPUTER SKILLS.

Microsoft office tools (MS Office, MS Excel, MS Power Point)

Good Typing Skills.

## OPERATING SYSTEM SKILLS

Having sound command on the installation and configuration of

Windows XP,

Windows 7

Windows 8

Internet browsing

Chatting

**\*References can be furnished upon request \***