



# Yasir Bacha

## CAREER OBJECTIVES

To obtain a challenging and responsible position in an Organization where I can utilize my capability and experience, which would contribute to the growth and success of the Organization

## EDUCATION

### BACHELOR OF ARTS

Professional Certification & Academic Education

Sr. Certification / Degree Institution / University Specialization / Major Passing Year

- (1) B.A Abdul wali khan university mardan in ARTS 2016
- (2) F.A BISE MARDAN Islamic history, Economics and civics 2011
- (3) MATRIC BISE MARDAN Islamic Studies, Electricity 2009

## WORK EXPERIENCE

Ghazali School Computer Operator 01-04-2009 01 Year

Daily Routine works during working in Ghazali School

- Daily emailed to all student parents and staff.
- Aware each individual on daily basis about the current functions and Meetings.
- Update daily routine homework's of student, absents and present in software.
- Composing and printing of school advertisement and papers

**MCB Bank Limited Universal Service Officer (USO) Date of joining 23-01-2018 Till 05-04-2024**

DIFFERENT ACTIVITIES PERFORM DURING JOB IN MCB BANK LIMITED.

Daily NTB customers account Openings.

- Daily handling of petty cash, remittances and clearing cheque.
- Dealing with different Customers on routine basis regarding different bank products. Like Car Loan & Home financing, account opening, statement, credit card or debit card, remittances and insurance.
- Solve different customer problems related to accounts, cheque books and foreign remittances
- Monthly review KYC of all business customers, pensioners and individual accounts
- On month end update salary of different departments in system i.e. government employees, semi government, public or private companies.

**Fahad Abdulla Grocery as Accountant joining 10-04-2024**

Work and responsibility

i am responsible for managing the financial records and transactions of a grocery and keep track of sales, purchases, and expenses, and ensure that all financial data is accurate and up-to-date and Also handle payroll, prepare financial reports, and assist with budgeting and forecasting. Supports Finance & Accounting by providing accurate financial information and helping to ensure that the Grocery's financial operations run smoothly

### DECLARATION:

**I hereby declare that the information furnished above is correct to the best of my knowledge and belief.**

## CONTACT

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## LOCATION

HOR AL ANZ DUBAI UAE

## LANGUAGE

English

Urdu

Hindi

Pushto

## PERSONAL DETAILS

**Date Of Birth:** 11/04/1988

**Nationality:** Pakistani

**Marital Status :** Married

**Visa Status:** Employee Visa

**ID No :** 784-1988-9340186-3

**Issuing Date:** 22/05/2024

**Expiry Date:** 21/05/2026

## SKILLS

Social Media Marketing (SMM)

Instagram, Twitter, Facebook.

Paid Socail Media Advertising

Ms. Office, Ms. Excel, Power Point,

A flexible working team,

Communication, installation of

computer software, hardware,

Troubleshooting, Windows

Installation, System Errors

Solution and Shopify online Store