



IDREES AHMAD

ADDRESS

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Career Objectives

6 years Cash/Finance/Operations/support related experience in Financial Industry with strong control & analytical abilities. Good in communication and possessing great interactive skills. I am business graduate, talented and ambitious and seeking placement in a dynamic organization to combine my intellect & skills with esteemed organizational culture & technology to pursue a prosperous career. I am result oriented and believe in my professional work.

Experience

Worked as Junior Officer/Cashier in **Al Razouki International Exchange** from Dec 09/2022 Present

Responsibilities during job

- Assisting customer money exchange. Remittances to other countries, send money, receive money, WPS, Demand draft and all permitted services.
- Collect / pay cash against transaction and voucher and ensure that every transaction is satisfactorily completed before a customer leaves the counter.
- Processing of the salary payout of all the WPS customers.
- Ensure that no fake bills/counterfeit money is receiving and reporting to branch head about any discrepancy in cash count or fake notes.
- Handling cash, Buying and selling of all the permitted currencies.
- Filling record keeping and preparation/tallying of daily transactions.
- Preparation and updating of customer profiles with full KYC details.
- Timely reporting of suspicious transaction to the compliance department.
- Reconcile all end day transactions prior to leaving the branch to ensure that all cash receipt and delivery are in order with business transactions.
- Complying AML policy and procedure and general policy and procedures.
- Build positive working relationship with customers.

Worked as Cashier/Teller in **NBP Exchange Company** from Dec 02/2017 to SEP 20/2022

Responsibilities during job

- Buying and selling of foreign currencies over the counter.
- Handling of cash receipt and payments.
- Receiving cash from the customer for the purpose of demand draft and telegraphic transfer.
- Maintain manual and computerized record of cash activity.
- Book keeping relating all daily transactions.

Worked as **Account Assistant** in **Abdali School and College** from Sep 15/2014 to Nov 30/2017

Responsibilities during job

- Prepare all Accounts related transactions and data entry.
- Prepare balance sheet, ledger, and income statement.
- Verify payments and deposits.
- Create daily reports for management and team members.
- Supports the accountant and completing basic bookkeeping.

Qualification

Degree	Year of Passing	Institution
MBA (Finance)	2011	Qurtuba university of science and technology.
B.A (Statistics, Economics)	2008	University of Malakand
HSSC (Statistics, Math's, Eco)	2006	Govt Degree college Daggar Buner.

PERSONAL SKILLS:

- Excellent knowledge of Microsoft Office (Word, Excel, PowerPoint) and use of the Internet Net Working, Windows, Software Installation & Hardware
- Project management skills, Leadership Skills, Communication Skills, Self-Motivated
- Good Planning & organizing skills, Team Building Skills
- Strong decision maker
- Complex problem solver and service focused

Other Information's

<u>Date of Birth</u>	02-06-1986
<u>National Identity Card No.</u>	15101-3174.36-5
<u>Passport No</u>	VE1160362
<u>Religion</u>	Islam
<u>Languages:</u>	English, Urdu, Hindi, Pashto
<u>Marital status</u>	Married
<u>Visa Status</u>	Employment Visa (Exp. 01-02-2025)