

Syed Ibn e Ali Kazmi

Dedicated Accountant and Remittance Teller with 6+ years of experience in providing exceptional customer service while accurately processing financial transactions. Skilled in resolving customer inquiries, building rapport, and promoting financial products. Proven ability to work effectively in a team environment and maintain confidentiality.

Contact

Industrial Area, Qatar
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Work Experience

• Accountant (Valley Homes Mirpur Azad Kashmir)

Feb 2021 - July 2023

- Manage and oversee all financial activities, including accounts payable, accounts receivable, and payroll.
- Prepare accurate financial statements, budgets, and forecasts.
- Analyze financial data and provide insights to support business decisions.
- Ensure compliance with accounting standards, laws, and regulations.
- Collaborate with internal teams, including project managers and executives.
- Develop and implement financial processes and procedures.
- Perform internal audits and financial risk assessments.

• Cashier/Teller (United Currency Exchange Mirpur Azad Kashmir)

July 2016 - March 2020

- Conducted foreign currency exchange transactions for customers, buying and selling foreign currencies at competitive rates.
- Accurately processed cash and electronic payments, ensuring accurate exchange rate calculations and transaction records.
- Managed daily cash drawer, balancing cash at the beginning and end of each shift, ensuring no discrepancies.
- Provided exceptional customer service by assisting clients with exchange rate inquiries, offering solutions for travel-related currency needs.
- Maintained up-to-date knowledge of foreign exchange market trends, offering informed recommendations to clients based on real-time data.
- Ensured compliance with financial regulations, including anti-money laundering (AML) and Know Your Customer (KYC) requirements, minimizing potential risks.
- Processed documentation for international money transfers and remittances, ensuring accuracy and compliance with relevant policies.
- Assisted in the preparation of financial statements, ensuring accuracy and compliance.
- Conducted internal audits, identifying and rectifying discrepancies in financial records.
- Led a team in successfully navigating a complex audit, ensuring compliance with industry regulations.

Skills

Technical Skills

- Currency Exchange
- Cash Handling & Reconciliation
- Customer Service Excellence
- Regulatory Compliance (AML/KYC)
- Financial Transactions & Record Keeping
- Attention to Detail
- Risk Management
- Multitasking & Time Management
- Budgeting and Forecasting
- Invoicing & Billing

Languages

- English
- Urdu
- Punjabi

Educational Background

• ACCA (Association of Chartered Certified Accountants)

Skans school of accountancy Islamabad
2017 - continue

• Intermediate

Savant College of Commerce and information technology,
Mirpur Azad Kashmir
2015 - 2016

Certification/Short Courses

- Financial Accounting (Fa 1)

