

# Nazish Khan

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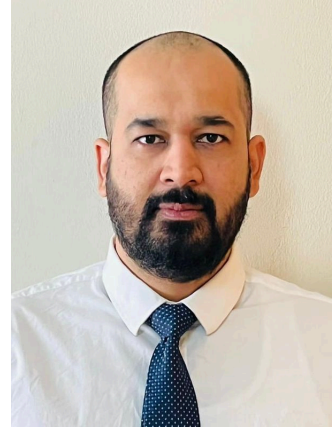
📍 Flat 205, Royal Chikkies Building Hamdan Street, Abu Dhabi

🚩 Indian

💍 Married

📅 11/09/1989

🏠 P5992268



## Profile

To evolve as a successful professional in this dynamic world, work in a challenging business environment, part of high performance team that can utilize my experience, exposure and dedication to contribute to the organization and to achieve a responsible position in the organization.

## Professional Experience

**Forex Cashier, Lulu International Exchange LLC**

04/2018 – present | Abu Dhabi, UAE

**Responsibilities: During my tenure I was responsible for**

- Buying & Selling Foreign Currency on daily basis.
- Processing transactions through online products i.e. transfast, Western Union, Money gram, RIA etc
- Processing remittance transactions of customers for various corridor.
- Manage & Tally Cash on daily basis.
- Direct handling of all Customers & queries.
- Processing utilities bills i.e. ADDC Bills, Etisalat etc.
- Processing salaries of customer through WPS system.

**Account executive, Alfalah Exchange Company**

01/2017 – 03/2018 | Abu Dhabi, UAE

**Responsibilities: During my tenure I was responsible for**

- Reconciliation as well as settlement of online product like Western Union, transfast.
- Reconciling of inter branch on daily basis, and informing branches for any pending entries.
- Posting entries on daily basis for Forex Deal and correspondence with treasury department.
- Passing journal entries in the system and updating file for supporting documents.
- Assisting accounts in charge during external audit.
- Compiling banks statement and other invoices properly in the file.
- Assisting accounts in charge during closure of books on monthly basis.
- Extraction of daily reports, and sharing with higher management for their perusal.

**Account executive,**

06/2016 – 12/2016 | Lucknow, India

**Chartered Account Firm Vishal Panday & Company**

**Responsibilities: During my tenure, I was responsible for**

- Checking invoices
- Checking accuracy of Balance sheets
- Ensured all performance standards, controls and compliance
- Maintaining a level of excellence in verbal and written communication
- Plan and execute multiple task of the company

## Education

**LLB, Lucknow University**

2013 – 2015 | Lucknow, India

**Bachelor of Commerce, Lucknow University**

2008 – 2011 | Lucknow, India

**Intermediate, City Montessori School (ISC)**

2006 – 2007 | Lucknow, India

**Matriculation, City Montessori School (ICSE)**

2004 – 2005 | Lucknow, India

## **Skills**

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Analytical thinking approach and good interpersonal skills

Strategic prospecting skills & efficient in resource management.

Team Player and good time management skills

Good communication skills both written and verbal

## **Languages**

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English

Urdu

Hindi

## **Certificates**

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### **Certified Professional Accountant from National Institute of Finance and Accounts**

The program covers business Accounting, Banking, Income Tax, Sales Tax, VAT, Excise, Service Tax, Investment Insurance ROC and legal Documentation with Proficiency in 8 accounting software.