



IZHAR ALI

CONTACT

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Mafraq City Abu Dhabi

LANGUAGES

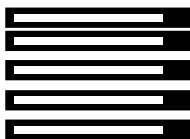
- English
- Urdu
- Hindi
- Pushto
- Punjabi

PERSONAL SKILLS

- Highly motivated with a desire to Grow Ability to learn things quickly.
- Natural flair for public dealing Leadership skills.
- Strong sense of responsibility Well Organized confident.
- Adaptable to communicate with all level Focus Group Discussion.
- Social Mobilization. Communication

PRO SKILLS

- MS Word
- MS Excel
- MS Power Point
- Internet
- Windows



Attested degree from Pak and UAE Mofa

Hold UAE Driving License.



Professional Summary

Dynamic and Passionate Professional Eager to Contribute as a Customer Service Officer, Teller, Accountant, or Finance Officer. With a Proven Track Record of Excellence, I am Excited to Bring My Skills and Dedication to Your Esteemed Team.



Education

B.Com

University of Peshawar, Pakistan

(2011)

Diploma in Information Technology

Board of Technical Education Peshawar

(2012)



Experience

Customer Service Officer

In U Micro Finance Bank Ltd.

(2022 to 2023)

- Boosted customer satisfaction
- Process account opening and loaning cases
- Increased customer retention
- Implemented a feedback system, enhancing service
- Managed 100+ customer interactions daily
- Back up of Teller and Operation Manager
- Achieved a positive feedback rating

Counter Service Officer /Teller

In APNA Micro Finance Bank Ltd.

(2018 to 2022)

- Processed 100+ transactions daily with 99.9% accuracy
- Implemented a new cash handling procedure, reducing errors
- Managed ATM operations, ensuring 100% uptime
- Prepare Pay Order for customer
- Handled cash on daily basis of different denominations
- Streamlined queue management



Accountant

In Indus Tobacco Company

(2015 to 2018)

- Boosted revenue through strategic tax planning
- Slashed expenses with meticulous cost analysis
- Enhanced financial reporting
- Prepare all types of vouchers on daily basis
- Prepare monthly reconciliation
- Prepare salaries for daily wages labors
- Prepare monthly attendance sheet and sent line manager
- Maintain book keeping and petty cash

Admin & Finance Officer

In Jinnah Welfare Society Gujranwala

(2013 to 2015)

- Prepare all types of vouchers
- Maintain weekly and monthly reconciliation
- Dealing with bank on the behalf organization
- Prepare monthly attendance sheet
- Maintain books of accounts petty cash
- Maintain all reports at end of month