



Al-Ain, United Arab Emirates.



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EDUCATION

Master of Business Administration ||

Finance

Bharathidasan University || Dubai

2013-2015

Bachelor of Commerce ||

Computer Application

Mahatma Gandhi University || Dubai

2009-2012

High School ||

Science

New Indian Model School || Al-Ain

2007-2008

Secondary School ||

New Indian Model School || Al-Ain

2006

Ms.

Jasna Mukthar

Cash Department Incharge

CAREER SUMMARY

Highly organized Bank Officer with more than Thirteen year UAE experience. Strong Knowledge of treasury management products and bank operations. Innovative and knowledgeable banking professional with extensive experience in finance, cash, customer service and Human Resource.

CAREER OBJECTIVE

Seeking a Senior and Excellent opportunity with high levels of responsibility to work in a challenge environment which can be process to contribute positively to the organization and I can add value to self. I would be very much interested in becoming a contributing member of your distinguished team. I am confident that you will find my skills valuable to your organization.

WORK EXPERIENCE

1) Cash Department Incharge

Bank Melli Iran || Al-Ain || 2013 – Present

- Hold in joint/dual custody of the banks most liquid asset(cash).
- Handling day-to-day operational transactions of the Branch.
- Ensure alertness to the risk of money laundering and assist in the bank's effort to combating it by reporting suspicious transactions, safeguarding records and not disclosing suspicious to customers.
- Preparing Central Bank, Head-office, Regional-office and Management reports.
- ATM loading and monitoring, cash balancing and bank reconciliation
- Handling Image Cheque Clearing System (ICCS), Direct Debit System (DDS), Fund Transfer System (FTS) and Wage Protection System (WPS).
- Opening of Savings, current, Corporate Accounts and Fixed deposits for Customers.
- Reconciling financial Accounts and handling the Branch expenses.
- Coordinating Human Resources, Operational and Information Technology.
- Preparing staff salaries and End of Services.
- Handling first hand Audit of the branch
- Checking of Daily vouchers.

Ms.

Jasna Mukthar

Cash Department Incharge

LANGUAGE SKILLS

- English
- Hindi
- Arabic (working knowledge)
- Malayalam
- Urdu

INTERESTS

- Pastel painting
- Reading
- Participant in International Asteroid Search Campaign

SKILLS

- Cash Management
- Account Management
- Team Leadership
- Staff Management
- Strong Work Ethic
- Time Management
- Computer Proficiency

Accomplishment

Maintained excellent job performance and was promoted to Cash Department Incharge in 2019.

Training Program:

- Attended the below mentioned courses from Emirates Institute for Banking and Financial Studies(EIBFS)
 - ✓ Finance for Non Finance - 2021
 - ✓ Consumer Protection Standards for All - 2021
 - ✓ Value Added Tax - 2021
 - ✓ Detection of Forgery and Counterfeiting – 2016
 - ✓ Financial Crimes in Banks - Focused Lecture Series - 2020
 - ✓ Methods of Money Laundering - Focused Lecture Series 2020
 - ✓ Financial Crimes In Banks – 2020
 - ✓ Methods of Money Laundering - 2020

2) Accountant

Nazih Beauty Trading Company LLC || Al-Ain || 2008 - 2013

- Checking and Reconciling all the Ledger Accounts of Sister Concerns, Getting balance confirmation from Debtors and Creditors Ledgers.
- The Reports on Sales/Collection/Deposits/Outstanding and Bank & Cash and other reports as and when required by the Management.
- Management of accounts receivable and vigorous follow up for recovery dues.
- Providing all required information and reports to the external and internal auditors.
- Managing more than 200 Beauty salons and outlets for Sales, Entry of Vouchers, and Updation of Statements.
- Finding the Accurate provisions to be made and passing the necessary entries in the respective accounts.
- Inventory control and settlement of monthly, quarterly and yearly stock variance.
- Verifying the financial statement, reconciliation statements and making reports to the management.
- Regular cash flow and other management information.
- Correspondence related to inter- branch accounts dept.
- Fixed asset management, analyzing and preparing project wise report.

Ms.

Jasna Mukthar

Cash Department Incharge

PERSONAL DOSSIER

Nationality: Indian

Date of birth: 02/04/1989

Religion: Islam

Marital Status: Married

Visa Status: Family Sponsorship

Holder of Valid UAE Driving License

DECLARATION

I hereby declare that all the above information given is correct to the best of my knowledge. I kindly request you to consider my application for the available post and I shall prove myself worthy if given an opportunity to serve your esteemed organization. Your favorable reply in this regard will be highly appreciated.

Jasna Mukthar

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