



# MOHD NAJAF ALI

S/O YADGAR HUSSAIN

Dubai, United Arab Emirates

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## Personal Details

Religion	Muslim
Nationality	Indian
Date of Birth	09th May 1995
Passport No	P2738875
Visa Status	Employment Visa
Location	Dubai
Marital Status	Single
License: UAE and Indian License	

## Languages

**English**  
Reading, Speaking & Writing

**Hindi**  
Reading, Speaking & Writing  
(Native Language)

**Arabic**  
Reading, Speaking (Basic)

## Objective

An organized, results-oriented Customer Service Professional with an excellent track record of significantly increasing service quality, sales and customer base. Outstanding communication, relationship-building and influencing skills; competent in building customer relationships which inspire confidence and loyalty. A highly efficient individual with extensive team leadership experience, able to adapt well to new environments and learn new processes quickly to achieve outstanding results. Strong ability to multi-task and priorities, and able to organize, train and monitor teams. Seeking a new, challenging role in a charity which will utilize existing skills.

## Experience

### WPS Operation Executive - Dec 2017-January 2022

Al Jaber Exchange (Al Jaber Group)

(Customer Support, Payroll Processing, Cashier, Teller, Accounts)

#### Key Roles and Responsibilities:

- Reporting to Accounts Manager
- Carried out payroll processing (WPS) tasks for over 300 companies in UAE.
- Complete cycle of WPS (Preparation of files, uploading and processing the file to Cbuae )
- Reconcile and adjust financial statements with the general ledger.
- Handling of cash and disbursing salary on daily basis.
- Prepare a variety of monthly, periodic, and annual financial and statistical reports and account summaries.
- Participate in the year-end auditing compile and prepare supporting schedules, work papers, and financial reports as requested by auditors.
- Prepare and maintain accurate financial statements, records and reports.
- Perform mathematical calculations with speed and accuracy.
- Maintain efficient and effective financial systems and procedures.
- All kind of ATM cards operation (close loop and open loop).
- Responsible of registering new companies to process through WPS
- Giving the information about the procedures and requirements to be submitted.
- Maintain entire data of employees with the details of their legal documents, Bank details and ministry of labour ID
- Giving the updated information about Labour Laws according to the Ministry of Labour from time to time to the Customers
- Preparation of Various Statements and Reports as required by the management.

### Unicorn Commercial Broker Dubai

Sales Executive Process Product Deem finance, Aafaq Islamic Finance - October 2023 to till date

#### Key Roles and Responsibilities:

- Ensure highest level of customer's service.
- Maintaining Customer Relationship and Fresh acquisition & customer buildup.

## Account and Office Administration- 1 Year

Premier Car Pvt. Ltd. Akbarpur

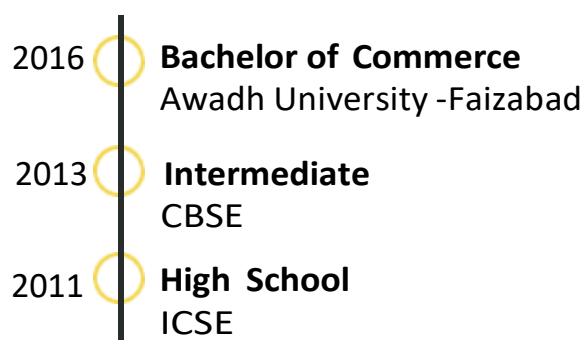
### SKILLS AND COMPETENCIES

- Proficient in Microsoft Office, Internet and E-mail
- Good leadership qualities and communication and interpersonal skills.
- Keeping good relation with the Management and Customers.
- Equipped with continuous passion for learning.
- Excellent analytical skill for business development with ability to focus on customer satisfaction.

### PROFESSIONAL TRAINING/ COURSES

- Symex/WPS.NET (Professional Approach)
- MS Office
- Outlook

### Education Background



### CRITICAL COMPETENCE

- A good team player having strong interpersonal and communicational skills can work independently with minimum supervision.
- Excellent Knowledge in general accounting, WPS systems, Pay Roll and CASHIER.

### CRITICAL COMPETENCE

Can be furnished promptly upon request.