









Momina Zubair kamal

Accountant

Experienced professional with 4 years in the banking industry and 2 years in operational roles. Skilled in software applications, customer service, and office operations, with a strong ability to streamline processes and ensure efficiency

CONTACTS

-  +971 527901339
-  mominastar2012@gmail.com
-  5 years
-  Pakistani
-  English, Urdu
-  Dubai, United Arab Emirates (UAE)

KEY SKILLS

- Data Handling
- Administration
- Office Management
- Front Office
- Customer Service
- Accounts Handling
- Cash Handling
- Database Management
- Operational
- MS World
- MS Excel
- Soft Skills

PROFESSIONAL EXPERIENCE

Infinity Wings Travel And Tourism

Accountant

Mar 2024 - Apr 2025 | Dubai, United Arab Emirates (UAE)

- Posting All accounting related transactions
- Managing Invoices
- Cost and profit calculations
- Customer dealing
- Documentation for VAT
- Record Keeping

U micro finance bank

Customer Service Officer

Jun 2022 - Jan 2024 | Tibba sultan pur, Pakistan

- Guiding Customers about Banking Products
- Issuance of Cheques books and ATM cards
- Remittance Payments
- Clearing, Record maintenance
- Loan payments, Loan roll over
- Answering customer questions

Mcb Bank Ltd

General Banking Officer

Aug 2017 - Feb 2019 | Jahanian, Pakistan

- New Account opening

- New Account opening
- Posting of cheques
- Inward and outward clearing
- Issuance of atm cards and cheque book
- Record maintenance
- Remittance Payment
- Guiding Customers about Banking Products

EDUCATION

Master of business administration - Finance

National institute of modern languages, Pakistan

2018

BS Accounting & Finance - Accounting & Finance

Bahauddin Zakariya University, Pakistan

2016 | Percentage - 75 %