



# AMIR AQASH

Dubai, United Arab Emirates | +971 50 820 2429 | [amir.aqash2014@gmail.com](mailto:amir.aqash2014@gmail.com)

[www.linkedin.com/in/amir-aqash-71a74a169](https://www.linkedin.com/in/amir-aqash-71a74a169)

## Summary

Detail-oriented and results-driven Accountant with extensive experience in financial record management, budget analysis, accounts PA/RA and audit support. Adept at leveraging accounting software to optimize financial operations. Strong analytical and problem-solving skills with a keen eye for accuracy and efficiency. Seeking to contribute expertise in financial reporting and cost control in a dynamic organization.

## Professional Experience

### ➤ Branch Supervisor:

**Al Ghurair Exchange LLP | Dubai, UAE | 09/2022 – Present**

- **Branch Operations Management:** Oversee daily operations including foreign exchange, remittance services, and customer transactions.
- **Compliance & Regulation:** Ensure compliance with AML (Anti-Money Laundering), KYC (Know Your Customer), and other regulatory standards.
- **Cash Handling:** Supervise cash flow, cash balancing, and vault management to minimize risk.
- **Customer Service:** Maintain high standards of customer service, handle complex queries or complaints, and support front-line staff.
- **Staff Supervision:** Lead, train, and schedule branch staff to ensure operational efficiency.
- **Payroll Assistance:** Support payroll processing and ensure correct entries into accounting systems.
- **VAT & Tax Preparation:** Help with preparation and filing of VAT returns and other tax-related documents.
- **Petty Cash:** Prepared petty cash vouchers, maintained expense logs, and submitted timely reports for replenishment.
- **Sales & Targets:** Monitor branch sales performance and help achieve business targets for FX and related services.

### ➤ Operation Officer:

**MCB Bank LTD | Rahim Yar Khan, Pakistan | 01/2019 - 03/2022**

- **Transaction Processing:** Oversee day-to-day processing of financial transactions including deposits, withdrawals, fund transfers, and loan disbursements.
- **Back Office Support:** Handle documentation, data entry, and reconciliation of customer accounts.
- **Compliance & Risk Management:** Ensure all operations comply with regulatory guidelines (AML, KYC, etc.) and internal policies.
- **Account Management:** Assist with opening, closing, and maintenance of customer accounts.
- **Reporting & Reconciliation:** Prepare daily, weekly, and monthly reports; reconcile accounts and resolve discrepancies.

- **Customer Service Support:** Coordinate with front-line staff to ensure smooth and error-free customer service.
- **Cash & Vault Management:** Support cash handling, vault balancing, and cash logistics if needed.

### ➤ **Assistant Accountant:**

**Malmo Foods PVT LTD | Lahore, Pakistan | 06/2017 - 11/2018**

- **General Ledger Management:** Assist in maintaining and updating the general ledger and supporting schedules.
- **Accounts Payable & Receivable:** Process supplier invoices, customer payments, and follow up on outstanding receivables.
- **Bank Reconciliation:** Perform regular bank and cash reconciliations to ensure accuracy of financial records.
- **Financial Reporting:** Assist in preparing monthly, quarterly, and annual financial reports.
- **Closing Reports:** Preparing monthly closing reports of various departments like (Production, Maintenance, Transportation, Cold Store and Dry Store)
- **Journal Entries:** Record and post journal entries for expenses, accruals, and adjustments.
- **Payroll Assistance:** Support payroll processing and ensure correct entries into accounting systems.
- **VAT & Tax Preparation:** Help with preparation and filing of VAT returns and other tax-related documents.

### **Key Skills**

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|-------------------------------------|--|
| • Demonstrated Management skills    | • Ability to Quick Learn and Work Under Pressure |
| • Conceptual Understandings         | • Payroll Processing                             |
| • Communication and Negotiations    | • Audit Support                                  |
| • Commercial and Business Awareness | • Customer Orientation and Relationships         |
| • Financial Analysis & Reporting    | • Services Focused                               |
| • Budget Management & Cost Control  | • MS Office, QuickBooks, Zoho, Odoo              |
| • Accounts Payable/Receivable       | • ERP, Casmex, Smartex, Symbols & Data Analysis  |
| • Tax Preparation & Compliance      | • Handling Emails                                |

### **Trainings and Certification**

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| • AML-CFT Rules & Regulation (UAE)         | • Role Based AML-CFT (Pakistan)          |
| • Fraud Detection (UAE)                    | • Fair Treatment to Customers (Pakistan) |
| • Role of Compliance in Organization (UAE) | • Green Banking Structure (Pakistan)     |
| • Customer Services (UAE)                  | • Universal Banking Officer (Pakistan)   |
| • Raast Pakistan (Pakistan)                | • E-Tax Filling (Pakistan)               |
| • MPMG Housing Finance (Pakistan)          | • Orientation Program (Pakistan)         |
| • Electronic CIB (Pakistan)                | • TSO Certification (Pakistan)           |

### **Academic Qualifications**

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| <ul style="list-style-type: none"> <li>• <b><u>Masters of Commerce:</u></b><br/>Islamia University of Bahawalpur Pakistan<br/>(Sep-2014 to Aug-2017)</li> </ul> | <ul style="list-style-type: none"> <li>• <b><u>Bachelor of Commerce:</u></b><br/>Islamia University of Bahawalpur Pakistan<br/>(Sep-2012 to Aug-2014)</li> </ul> |
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### **Languages**

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| <ul style="list-style-type: none"> <li>• <b>English (Fluent)</b></li> <li>• <b>Hindi (Fluent)</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Urdu (Native)</b></li> <li>• <b>Punjabi (Native)</b></li> </ul> |
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### **Reference**

Will be furnished on demand