

ALI ILYAS

Sharjah, United Arab Emirates

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PROFESSIONAL SUMMARY

Aspiring accountant with 3+ years of practical experience in financial transactions, cash reconciliation, and reporting within regulated financial and operational environments. Served as Head Cashier at a regulated exchange house, where I was responsible for end-of-day cash balancing, daily financial reporting, and AML/KYC compliance. Currently expanding my expertise in cost tracking, procurement accounting, and financial workflows through an operations role in the construction sector. Certified in QuickBooks and actively developing advanced Excel skills to support a career path in accounting and financial management. Known for accuracy, reliability, and a strong drive to continuously learn and contribute to a team-based finance environment.

PROFESSIONAL EXPERIENCE

Al Tarmeem Contracting

Operations & Procurement Assistant — Jun 2024 – Present

Sharjah, UAE

- Support operational coordination across active residential and commercial project sites.
- Assist in tracking project expenses, preparing invoices, and maintaining purchase records for materials and equipment.
- Coordinate supplier payments and procurement logistics, ensuring cost-effective sourcing and timely delivery.
- Organize daily transport schedules for labor teams and supported staff allocation based on project demands.
- Report on progress and site-level challenges to management; contributed to issue resolution and workforce planning.

Emirates India International Exchange

Customer Service Officer & Head Cashier — 19 Dec 2021 – 20 April 2024

Dubai, UAE

- Managed branch-level cash operations and served as Head Cashier for 1.5 years, overseeing transaction accuracy and end-of-day balancing.

- Generated and verified daily cash reconciliation reports, ensuring 100% accuracy before submission to branch and area management.
- Handled 50+ daily customer transactions involving foreign currency exchange, remittances, and service fees across in-person and digital channels.
- Ensured compliance with AML and KYC regulations, conducting document verification and reporting suspicious activity.
- Acted in supervisory capacity, assisting in branch-level decisions, resolving escalated issues, and supporting junior staff during peak hours.
- Frequently supported Assistant Branch Manager duties, including team oversight, performance reporting, and internal coordination.
- Maintained organized filing of customer records and financial reports for audit and compliance purposes.

Patzam Gifts Trading

Customer Support Representative — Mar 2021 – Aug 2021

Sialkot, Pakistan

- Assisted walk-in customers with product selection and payment.
- Maintained accurate sales logs and supported periodic inventory checks.
- Contributed to promotional displays and participated in seasonal sales events.

CERTIFICATIONS

QuickBooks Online Accountant Certification

Intuit, Issued: June 2025

EDUCATION

Bachelor of Business Administration (BBA), Marketing

University of Central Punjab — Lahore, Pakistan

2015 – 2019

Intermediate in Commerce

Gujranwala Board — Gujranwala, Pakistan

Completed: 2015

SKILLS

- Daily Cash Reconciliation & Reporting
- Financial Transaction Handling
- AML / KYC Compliance Procedures
- Cost Tracking & Procurement Records
- QuickBooks (Certified – Online Accountant, 2025)

- Microsoft Excel (Basic proficiency; currently pursuing advanced training)
- Customer Relationship Management
- Document Control & Internal Filing
- Supervisory Support & Team Oversight
- Attention to Detail & Deadline Adherence
- Adaptability, Learning Mindset, Integrity

ADDITIONAL INFORMATION

- Languages: English (Fluent), Urdu (Fluent)
- Nationality: Pakistani
- Visa Status: Employment Visa
- UAE Driving License: Valid