



# Aneeq Akbar

+971507971248

aneeqakbar@ucp.edu.pk  
United Arab Emirates Dubai

[in https://www.linkedin.com/in/aneeq-akbar-83b6a999/](https://www.linkedin.com/in/aneeq-akbar-83b6a999/)

## OBJECTIVE

---

Join a progressive organization offering me opportunities for learn and grow in the organization. Experience, and seeking a position, which will allow for continued professional growth.

## EXPERIENCE:

---

2016 -  
2018

- **Teller services officer**  
Mcb islamic Bank (MIB)  
**Department: Branch banking**
  - Cash Handling, Clearing processing Local, intercity. OBC.
  - ATM balancing, ATM captured card handling, main cash vault balancing, cheque book and ATM record Management, Account opening.
  - KYC updates, loose cheque issuance. Shipment management, prize Bound record Management, Audit report preparation, NAB enquiry, CBC conducting.
  - voucher management, record keeping, cash book preparation, clearing balancing.
  - FCY & LOCAL currency management PKR, USD, GBP, EURO, AED.
  - Asset preparation reports, bank lockers management, dormant account and closed activities.
  - zakat activities management etc.

2018 -  
2021

- **Trade Officer international import**  
Al baraka bank Pakistan Ltd  
**Department: Centralized operations RSD.**
  - Centralized operations Account opening,
  - FACTA reporting, CRS reporting, Dorment account activation and closed accounts reporting, negative balance reporting, Asaan account, Minor A/C, individual, joint, housewife account, student account, sole proprietorship and partnership, pvt Ltd account opening and government accounts, opening, resident and non residents accounts opening.
  - KYC update ss card updates
  - Import payments processed, open accounts.
  - Advance payments, OCL, swift payments through swift software, swift message preparation 103,202,
  - PIBAS checking,
  - CDD checking, fx returns filing to central Bank monthly basis, import documents scrutiny etc.
  - HS code checking.
  - GD/BOE checking.
  - Import foam checking.

2021 -  
Present

- **Operations executive / Accountant**

Dynamics logistics international llc Dubai

**Department: international Import**

- Swift message checking.
- Import AE Marshall account creation of Dubai Trade and Renew
- VAT inspection processing
- Windows installation
- Dubai Custom clearance of import and export of the shipment in DXB, DWC, & Jebel Ali.
- Delivery order (DO) issuance to consignee.
- Dubai Trade portal (B/E) import and export declaration processing.
- Local Import custom clearance
- Free zone custom clearance Transit in and out.
- Local Import and export custom clearance
- Free zone custom clearance
- Import for Re-export shipment handling
- Value Added Tax refund
- Custom exit processing
- Transit Row to Row custom clearance
- import and export documents checking, invoice , packing list, Certificate of Origin MBL & HBL & MAWB & HAWB etc.
- import and export invoice costing
- Local and Overseas Client Management.
- working with WCA members.
- Handling shipment of China, USA, Canada , India , Pakistan, Germany, Korea. Italy , Poland Russian , IRAQ , Taiwan.
- Manifestation of Import shipment in DNATA ( Dubai National Air Travel Agency)
- Air import DO issuance
- Harmonized System HS checking before shipment import and export.
- NAT Media Council approval Processing
- Business Import and export Code creation and Renew.
- Amazon Shipment handling
- Warehouse shipment handling and stock Management
- Account opening in Bank individual Account
- Business Account opening knowledge
- Knowledge of CDM cash deposit machine
- Coordination with shipping line to arrange DO delivery order and NOC.
- Knowledge of Copy documents and original documents custom clearance to avoid custom penalty.
- POD place of Delivery preparation
- Local and Overseas invoice preparation of the shipment.

- cash balancing Local and Foreign and Local Currency USD , EUR, GBP, PKR ,AED.
- Dubai Port charges and Code nomination processing.
- Dock Booking processing of Air shipment and gate pas preparation of sea Shipment of LCL.
- Salary slip preparation
- cheque preparation
- Bank inquiry handling regarding overseas fund transfer related.
- Freight collect shipment and free hand shipment handling.
- knowledge of Inco Term and ICC .
- coordination with local and overseas clients by email and call and on WhatsApp.
- Daily voucher management, Recordkeeping, and monthly file closing.
- Providing 3rd party license services if the client company is not registered in customs.
- DAFZA and JAFZA gate pass processing.
- Roshan Digital Account opening.
- VAT link with FTA knowledge.
- Jebel Ali inspection processing Fedex shipment follow up.
- cash vault custodian.
- Coordination with Transporter regarding shipment timely delivery. 30 to 60 kg shipment loading and unloading capacity.
- Personal effect shipment handling knowledge.
- Automotive shipment handling knowledge ( Range Rover-land rover and porsche )
- Employees loan management etc.

## EDUCATION

---

- |          |   |
|----------|---|
| 2015     | <ul style="list-style-type: none"> <li>• <b>Master of Commerce (Banking &amp; Finance)</b><br/>University of Central Punjab<br/>2.96/4</li> </ul> |
| Continue | <ul style="list-style-type: none"> <li>• <b>Institute of bankers of Pakistan</b><br/>IBPISQ</li> </ul>  |

## SKILLS

---

Computer software Skills  
(Peachtree Software, SPSS,  
Window installation, T24, Auto I  
Banker Nadra verysis. Flex cube,  
SWIFT payment, Weboc, PIBAS,  
Printer installation, Symbol CBS,  
Rosetta, Outlook email  
management. Dubai Trade, Clogi,  
Climax software, KYC & CDD MS  
office. Etc.

100%

## PROJECTS

---

- **Difference between Islamic and conventional banking performance in Pakistan**  
Final project 3 months

## INTERESTS

---

- Book reading, Newspapers, TV Talk show, etc

## LANGUAGES

---

- English, Urdu, Punjabi, Hindi, and Arabic

## PERSONAL DETAILS

---

- Date of Birth : 12/10/1993
- Marital Status : Single
- Nationality : Pakistan
- Religion : Islam
- Religion Islam :

## REFERENCE

---

- **Reference will be furnished on Demand - ""**

## DECLARATION

---

- I hereby declare that all information in this resume is correct and any verification if required is allowed. To educational institutions and UAE embassy and Pakistan embassy and all employor and Road transportation Authority of Dubai RTA is allowed.

## VACCINATION HISTORY

---

- Sinopharm 1st Dose 13 Jun 2021 PK  
Sinopharm 2nd Dose 15 Jul 2021 PK  
Pfizer 3rd Dose 24 Jun 2022 DUBAI  
Pfizer 4th Dose 15 July 2022 DUBAI

## INTERNSHIP

---

- Pharmagin Ltd  
University of engineering and technology Lahore UET

## DRIVING LICENSE

---

- **Automatic gear light vehicle (issued by Dubai RTA) license no. 4381895  
valid from 22.11.22 to 22.11.2024**

## VISA STATUS

---

- Employment visa Accountant UAE

## CERTIFICATION

---

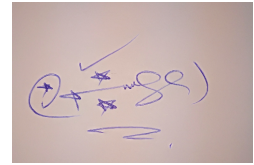
- Fundamentals of Islamic banking & finance MIB bank.  
NIB bank Best service quality award.  
member of Blood donor society as a blood donor at UCP  
Branch operation trainee program (NIB bank).  
UCP VIS

## ACHIEVEMENTS

---

- Met all reconciliation deadlines between the years 2016 to Present.  
Performed merger activity Nib bank and MCB and MIB bank 2017 to 2018  
Balanced cash multiple bank teller within Deadline at EOD.  
Record keeping of financial transaction update regularly as per policy.  
Department Merger activity performed RSD (C & N) & south.2021  
Performed 100% accuracy with International payment and on timely basis 2021.  
ITRS submitted successfully to central bank as the end of every month.

Merger Asset preparation report and NAB enquiry and Audit reports enquiry.  
Note: Nib bank merge into MCB and MCB transfer 100 branches to MIB bank.



ANEEQ AKBAR