



Cahk Rani Village & Post Office Bhoth, District  
& Tehsil Sialkot Nationality Pakistan Punjab.

Mobile No # +966 - 596544280 KSA.

Email: [aftabbhatti126@gmail.com](mailto:aftabbhatti126@gmail.com)

## **JOB OBJECTIVE:**

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Highly motivated to provide dedicated service. Comprehensive field training, with extensive experience in leadership roles, fast paced decision making, learning new task quickly, security details, extensive investigations.

## **EDUCATION:**

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### **B.Com Degree**

University Of The Punjab Lahore.

**2015**

### **D.Com Certificate**

Punjab Technical Board Of Education Lahore.

**2012**

### **Matriculation Certificate**

Board of Intermediate & Secondary Education Gujranwala.

**2010.**

## **PROFESSIONAL EXPERIENCE:**

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- Two (02) years of Job experience as Accountant at a Eunicare Instruments Company Sialkot Paksitan.
- One (01) year of Job experience as a Teller / Cashier at Ravi Exchange Company PVT Ltd. Paksitan.
- Two(02) years of Job experience as a Cashier at Habib Metropolitan Bank Limited pakistan.
- One(01) year of Job experience as a Cashier at Soneri Bank Limited pakistan.

## **SKILLS:**

|                       |                                   |
|-----------------------|-----------------------------------|
| - Accounts Management | - Cash Handling                   |
| - Accounting Software | - Problem Solving                 |
| - Ms Word, Ms Excel   | - Effective Communication skills. |

## **RESPONSIBILITIES:**

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- Western Union Remittances (Inwards, Outwards)
- Foreign Currency Exchange.
- Prepare Daily Cash Report (DCR).

- Cheque Book/Debit Card issuance.
  - Cash receipt and payment (local and foreign currencies.
  - Utility Bills handling.
  - Responsible to ensure Cash books record Day to day inword and outword register.
  - Account opening process.
  - ATM Cash Replanish.
  - Cash Handling.
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#### **PERSONAL INFORMATION:**

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- Father Name : Attaullah
- Date of Birth : December 15, 1993
- CNIC No : 34603-3633585-7
- Nationality : Pakistani
- Religion : Islam
- Marital Status : Married
- Languages : English, Urdu,