

MUHAMMAD ASIF

ASSISTANT MANAGER/BDO/OPERATION OFFICER/ACCOUNT Opening Officer. / TAX OFFICER/Accountant/HR Admin Officer/Hotel Manager/Resrvation Agent

Daiera City Abu Hail, Dubai
masifbop91@gmail.com
+971-509298215

OBJECTIVES

Seeking a position in a reputed organization where I can utilize my knowledge and experience and can play significant role in achieving company's goals.

EXPERIENCE SUMMARY

8+ years of Professional experience at different positions in leading commercial bank in Pakistan.**2 Years** accounts experience.**2 Years** Hotel Experience.

KEY STRENGTHS

- Ability to perform tasks in a highly dynamic environment
- Capability to manage and balance multiple responsibilities
- Willing to accept and successfully achieve challenging targets
- Ability to solve complex problems
- Excellent written and communication skills
- Flexible enough to adopt change

EDUCATION

Bachelor in Economics Mar.2009 – Jan. 2011
Baha Uddin Zakaria University. Multan. Pakistan

PROFESSIONAL EXPERIENCE (Summary)

Oct 2022 – June 2023	Stock Coordinator at Al Adil Super Market UAE
Oct 2019- Sep 2022	Worked as Hotel Manager/Reservation Agent , in Ramada Hotel Wadyaman . LMQ Road, Multan Pakistan
Nov 2017- Sep 2019	Worked as Operation Officer Grade II in The Bank of Punjab , Quaid e Azam Road, main Branch Multan Cantt. Pakistan
Mar 2014– Oct2017	Worked as Account Opening Officer in The Bank of Punjab , Multan Cantt, Pakistan
Apr 2013-Feb 2014	Worked as Business Development Officer Quaid e Azam Road, main Branch Multan Cantt. Pakistan
Aug 2012- Mar 2013	Worked as Accounts Officer Qadir Ghee Industries Pvt Ltd. Multan PAKISTAN
Dec 2010- Dec 2011	Worked as Assistant Admin Al Bario Engineering Pvt Ltd Shiekhupura .Pakistan



Skills.

- Retail & Consumer Banking
- ODD EDD
- KYC/AML
- Book Keeping
- ERP/Tally
- Flex Cube
- Audit Support
- Cash Management
- Accounts Operations
- Accounts Payable
- Accounts Receivable
- General Ledger
- Financial Accounting
- Annual Budget Preparations
- Profit & Loss Tracking
- Income & Expenses
- Balance sheet
- Daily Reporting
- Customer Services
- Business Development
- Interpersonal
- Analytical
- Conceptual
- problem solving

EXPERIENCE (Detail)

Officer Grade III/Operation/AO

Officer Mar 2014 – Sep 2019

The Bank of Punjab, Multan Cantt.
Pakistan.

Job responsibilities includes

- Account opening. (AML.KYC.CFT)
- Issuance of Lockers to customers for safe articles.
- Issuance of cheque books.
- **Clearing inward & outward (Main Branch Multan Cantt)**
 - Home Remittances.
 - Issuance of call deposit receipts, payment order and demand Draft.
 - Maintain of Sales& income Taxes and E-Filing of Tax Return on FBR portal

Cash/Business Development Officer

Apr 2013 – Feb 2014

The Bank Of Punjab, Multan. Pakistan.

Job responsibilities includes

- Key holder of cash safe in branch.
- Handling of cash receipts & cash payments over branch counter.
Management of cash as per State Bank of Pakistan directives (Clean Note Policy)
- Online funds transfer in cash over the counter.
- Maintaining of cash position to avoid insurance cover and deposit surplus cash to main feeding branch.
- Collection of utility bills, scroll preparation in system and deduction of commission on daily basis.
- Responsible for complaint free counter services to bank customers.
- Responsibilities of Making Deposit Contribution in Branch.

• Computer & Software Skills

- MS Office.
- MS word
- MS Excel.
- Power point.
- Internet
- Windows
- Outlook
- Access



Flex Cube Software

ERP Tally Software

T10 Software

Languages:

- English
- Urdu
- Arabic

Additional Information

Passport No: FH1881252
PP Expiry Dt: 9th Sep, 2026
Visa Status: Visit
Visa Expiry : 1st July. 2023

Accounts Officer

Aug 2012-Mar 2013

Qadir Ghee Industries Pvt Ltd. Multan. Pakistan

Job Responsibilities Includes.

- Maintain books of accounts, posting of business transactions in journal & ledger on daily basis.
- Maintain stock position of different paint item in stock house.
- Maintain petty cash on daily basis.
- Handle insurance claim in case in transit or store damage.
- Directly reporting to accounts department head office Multan.

Assistant Admin

Dec 2010-Dec 2011

AL Bario Engineering Pvt Ltd Shiekhupura. Pakistan

- Reporting Skill
- Administrative Writing
- HR Management
- Supply Management
- Inventory Control
- Hiring Staff
- Professionalism Analytical problem solving
- Processing Employees Data

References:

Provided will be on demand.