



# IFTIKHAR ALI ANJUM

- Detail-orientated professional adept at making critical decisions, managing deadlines and conducting team reviews. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements.

## CONTACT

- 📍 Hamdan, Abu Dhabi,  
Deira, Dubai, UAE
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## PERSONAL INFORMATION

- Employment Visa with **NOC** valid Till Mar 2026
- Passport Number: BP1782282
- Age / Date of birth: 11/09/89
- Nationality: Pakistani

## SKILLS

- Operational Planning
- Leadership and Management
- Administration & Supervision
- Excellent Customer Services
- Documentation
- Human Resource Management
- Bank Reconciliations and Balancing
- Relationship Building
- MS Office Suite
- Cash Handling
- Account Reconciliation
- Administrative Support
- Vendor Management

## EXPERIENCE

### Accountant

#### **Danat Al Gharbeya General Transportation - Abu Dhabi, UAE**

02/2024 - Current

- Tax preparation & planning.
- Financial statement analysis.
- Payroll processing & book keeping.
- Handling accounts payable & receivable
- Preparing & verifying invoices.
- Petty cash issuance & reimbursement.

### Branch Operations Manager

#### **JS Bank Limited Pakistan**

07/2021 - 10/2023

- Overseeing daily operations, including office management, invoicing, dispatch operations, financial transaction, accounts management, team management & payroll management.
- Team Management for assigning of tasks.
- Implementing HR policies and procedures in true spirit for optimizing operational efficiencies with accounts management.
- Coordinating with HR, Compliance, Audit, Vendor Management, and Service Quality departments for smooth operations.
- Managing schedules and budgets, delegating tasks, setting monthly goals and objectives and assessing workforce performance & HR.

### Branch Operations Manager

#### **Habib Bank Limited Pakistan**

01/2018 - 07/2021

- Preparing Employees database & Payroll Management
- Generating monthly management reports & Cash flow statements
- Generating & supervising of Petty cash report on monthly basis.
- Implementation of SOP's to ensure standardization of operational protocols across departments
- Conduct initial interview & recommendation for hiring to new staff.

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## AWARDS

Best teller Award Mardan Region

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## HOBBIES AND INTERESTS

Welfare, Cricket. Internet usage, Books Reading

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## TRAINING

- Fair Treatment to Customers (**FTC**)
- Aspire Operations Manager Certification
- Creative Stress Management Program
- Gender Diversity
- AML/CFT
- Cash Handling Training
- ATM Management
- Anti-Bribery and Corruption

### **Executive Assistant (HR)**

#### **Habib Bank Limited Pakistan**

- 12/2014 - 12/2017
- Schedule training sessions & maintaining employee record.
  - Filing & organizing documents.
  - Provide administrative support (Recruitment).
  - Coordinate employee's recognition activities & payroll management.

### **Customer Services Executive (Internee)**

#### **Ufone Telecom Pakistan**

- 05/2012 - 11/2012
- Customer assistance
  - Informing customer for upcoming promotions & deals.
  - Record keeping of daily sales invoices.

### **Customer Services Officer**

#### **Bonita Travel & Tours Pakistan**

- 06/2009 - 02/2010
- Handling & responding to customer complaints.
  - Booking, confirming and canceling Hotel rooms & air tickets.
  - Collecting & analyzing customer feedback.
  - Provide proactive customer outreach.
  - Relationship building

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## EDUCATION

2010 - 2014

**Bachelor of Business Administration**

**Preston University - Pakistan**