



Located in DUBAI



+971567969471



[Sharyrajpoot12@gmail.com](mailto:Sharyrajpoot12@gmail.com)

## OBJECTIVE

*Looking forward for a challenging position in an organization where I can utilize my skills to achieve assigned Jobs. To succeed in an environment of growth and excellence and earn a job which provides me a Satisfaction and self-development as well as organization goals, Looking for a challenging environment where I can refine my skills and expand my knowledge for the dynamic Growth of the organization and acquire new knowledge, sharpen my skills and put my efforts on achieving goals in life.*

**[SHAHARYAAR]**

**[MEHMOOD]**

## **EXPERIENCE**

**[05-01-2023] - [05-12-2023]**

**[Sales officer]. [Finance Department]**

**[Meezan Bank ltd.]**

### **JOB RESPONSIBILITY**

- Increase credit card customers
- Increase Loan customers
- Guide new clients join by briefly describing the profits of joining
- Follow the instruction and convey peoples to help in financial issues
- Responsible for daily/monthly sales targets
- Prioritize and schedule proactive calls to organization's accounts

**[01-03-2019] – [04-02-2020]**

**[Cashier] • [Shop Assistant] • [PC Hotel Lahore PK]**

### **JOB RESPONSIBILITY**

- Manage cash register and process electronic transaction
- Maintain the cash counter in running condition accept payments and entries accordingly.
- Balance the day transaction at daily cash closing
- Process and verify payments involving transfer of electronic funds
- Express friendly but professional attitude towards customers coming up with payment related queries
- Follows the company guideline regarding cash payments policy
- Assist customers in finding their choice of items and escort them to the right shelves



- Perform shop Assistant duties by attaching pricing to the items, Stock Shelves, Checking and removing the expiry items

***[15-01-2018] – [23-02-2019]***

***[General Accountant] • [Master Shipping]***

### **JOB RESPONSIBILITY**

- Record or import suppliers in back-office system from material control system
- Ensure all suppliers invoice are recorded to the correct expense account code
- Process suppliers' payments in a timely manner
- Ensure all PO and contract invoice are sign by the concern authorized department
- Review and reconcile bank statement & monitor the daily bank transaction
- Prepare VAT Reconciliation.
- Review supplier contracts to ensure have valid documents

### **EDUCATION**

- **[Aspire College], [Gujranwala, Pakistan]**

□ [ICS] □ [Intermediate in Computer Science]  
HSSC (2019)

- **[MK Science high school] [Gujranwala, Pakistan]**

Subject Bio Science SSC (2017)

- **[Aptech college] [Gujranwala, Pakistan]**

Diploma of Microsoft Office [Word, Excel, Power Point] (2020)