



Zulfiqar Ali

Date of birth: 13/08/1979 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:** (+971) 507078241 (Mobile) | **Phone number:** (+92) 3435012487 (Home) | **Phone number:** (+92) 300503673 (Work) | **Email address:** zulfiqar.ali81248@yahoo.com | **Email address:** zulfiqar.ahmed123456@gmail.com | **Instagram:** [instagram.com](https://www.instagram.com) | **WhatsApp Messenger:** 00971507078241/00923155844007 its my WhatsApp numbers

ABOUT ME

I am a dedicated and reliable professional with over 10 years of experience in various roles, including driving and security. With a strong background in light vehicle driving, I hold a valid UAE driving license and have consistently demonstrated safe driving, punctuality, and excellent customer service. Additionally, I have worked across multiple job functions, earning recognition and appreciation for my commitment and performance.

Having developed strong technical skills in computer operations, alongside a graduation degree, I am adaptable and capable of managing tasks efficiently. My goal is to contribute to an organization where I can utilize my diverse skills, including vehicle operation, customer service, and security, to support operational success and safety. I am currently seeking opportunities in the European countries where I can further grow and add value to a dynamic team.

WORK EXPERIENCE

19/11/2020 – CURRENT Dubai, United Arab Emirates
LIGHT VEHICLE DRIVER FARNEK SERVICES LLC

- Safe Driving:** Adhere to all traffic laws, safety regulations, and speed limits while operating the vehicle.
- Vehicle Maintenance:** Regularly check the vehicle's condition, including fuel, oil, tires, and overall mechanical state. Report any issues for repairs.
- Timely Delivery:** Ensure timely pickup and delivery of passengers, goods, or services to designated locations.
- Route Planning:** Use maps or GPS to plan efficient routes and avoid traffic congestion or delays.
- Load Management:** Properly load and secure goods to prevent damage during transit, especially when delivering fragile items.
- Customer Service:** Maintain professional behavior with passengers or clients, ensuring their comfort and satisfaction.
- Documentation:** Maintain logs of travel, mileage, and deliveries, including fuel usage and other vehicle-related expenses.
- Emergency Handling:** Be prepared to handle vehicle breakdowns or emergencies by knowing basic vehicle troubleshooting or contacting necessary services.
- Compliance:** Ensure all documentation, including driving license, vehicle registration, and insurance, is up to date.

19/12/2014 – 30/01/2019 Dubai, United Arab Emirates
PATROLLING SECURITY GUARD CERTIS SECURITY SERVICES LLC

- Patrolling:** Regularly walk or drive around assigned areas to monitor for any signs of suspicious activity, trespassing, or security breaches.
- Monitoring:** Check doors, windows, gates, and other access points to ensure they are properly secured.
- Surveillance:** Monitor CCTV cameras and alarm systems to detect unusual activities or security threats.



Incident Reporting: Document any incidents, observations, or irregularities during patrols, such as unauthorized access, property damage, or accidents. Submit reports to supervisors.

Responding to Alarms: Quickly respond to any triggered alarms or emergencies and take appropriate action, whether it's investigating the situation or notifying emergency services.

Deterrence: Maintain a visible presence to deter criminal activity, vandalism, or misconduct.

Assisting Visitors and Employees: Provide assistance to authorized visitors or employees by giving directions, opening doors, or managing access to restricted areas.

Communication: Maintain regular communication with supervisors or other security personnel using radios or other communication devices.

Emergency Protocols: Be prepared to manage emergency situations like fire, medical incidents, or evacuations by following safety protocols.

First Aid: In some cases, security guards may be required to administer basic first aid or assist in emergencies until medical professionals arrive.

2011 – 31/12/2014 Islamabad, Pakistan

RELATIONSHIP BANKING MANAGER BANK ISLAMI PAKISTAN LIMITED

Client Relationship Management: Develop and maintain strong relationships with both new and existing clients, understanding their financial needs and providing tailored banking solutions.

Sales and Business Development: Identify opportunities to cross-sell and upsell banking products and services such as loans, investment options, credit cards, and savings accounts to meet sales targets.

Customer Service: Act as the primary point of contact for clients, addressing inquiries, resolving issues, and ensuring a high level of customer satisfaction.

Financial Advisory: Provide clients with expert financial advice and guidance, helping them make informed decisions on investments, savings, and other financial products that suit their goals.

Portfolio Management: Manage a portfolio of clients, ensuring regular follow-ups, monitoring client accounts, and adjusting strategies to meet evolving financial needs.

Risk Management: Assess and mitigate potential risks by conducting due diligence on client profiles, ensuring compliance with banking policies, and maintaining up-to-date records.

Negotiation and Agreement: Negotiate terms for loans, mortgages, and other financial services, ensuring favorable outcomes for both the bank and the client.

Market Research and Analysis: Stay updated on financial market trends, competitor offerings, and regulatory changes to offer the best advice and solutions to clients.

Collaboration with Teams: Work closely with internal teams like credit, operations, and legal to ensure smooth processing of client transactions and services.

Reporting: Prepare and present regular reports on client activity, portfolio performance, and sales achievements to senior management.

2003 – 2006 Rawalpindi, Pakistan

ACCOUNTING ASSISTANT KOHINOOR TEXTILE MILLS

Data Entry and Record-Keeping

- Accurately input financial data such as invoices, payments, and purchase orders into accounting software.
- Maintain organized and up-to-date records of transactions, including sales, purchases, and payroll.

Accounts Payable and Receivable

- Process invoices from suppliers, verify payment terms, and ensure timely payments.
- Generate and send invoices to customers, track payments, and follow up on outstanding balances.
- Reconcile accounts payable and receivable ledgers regularly.



Bank Reconciliation

- Assist in reconciling bank statements with the company's accounting records to ensure all transactions are accurately reflected.

Expense Reporting

- Compile and verify expense reports, ensuring that all claims adhere to company policies.
- Assist in tracking and reporting operational expenses, such as raw material costs, labor costs, and overhead.

Payroll Assistance

- Assist in preparing payroll, calculating wages, and ensuring employees are paid on time.
- Handle payroll-related documentation and maintain records for future reference.

Assisting in Budget Preparation

- Provide support in preparing budgets and forecasts by gathering relevant financial data.
- Help monitor budget adherence by tracking actual expenses against budgeted figures.

General Ledger Maintenance

- Assist in maintaining the general ledger, posting journal entries, and ensuring the accuracy of all financial records.
- Prepare reconciliations and assist in closing financial periods.

Tax and Compliance Support

- Ensure proper filing and documentation for taxes and compliance-related matters.
- Assist in preparing reports for tax filings and audits.

Financial Reporting Assistance

- Assist senior accountants in preparing financial statements, balance sheets, and profit-and-loss statements.
- Generate regular financial reports to provide insights into the mill's financial health.

Supporting Audits

- Provide documentation and data to auditors during internal or external audits.
- Assist in implementing audit recommendations to improve financial accuracy and controls.

Communication and Coordination

- Communicate with suppliers, vendors, and customers regarding payment issues or discrepancies.
- Coordinate with other departments (e.g., production, procurement) to ensure smooth financial operations.

● **EDUCATION AND TRAINING**

2020 D.I Khan, Pakistan

BACHLER OF ARTS Gomal University D.I Khan Pakistan

2000 Rawalpindi, Pakistan

I.COM Rawalpindi collage of commerce

● **DIGITAL SKILLS**

Outlook | Microsoft Office | Microsoft Excel | Microsoft Word | Microsoft Powerpoint

● **DRIVING LICENCE**

Driving Licence: B1

Driving Licence: B

Driving Licence: BE

Driving Licence: C1

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU** | **ENGLISH**