



4 years of experience in the banking sector as a Professional Loan Officer. Proven track record of successfully evaluating loan applications, assessing creditworthiness, and structuring loan packages tailored to clients' needs. I have honed my skills as an Accounts Assistant at DAWN Bread and Junior Accountant at SunCrop Group where I effectively managed office operations and streamlined Accounts processes. My attention to detail and organizational abilities contributed to the efficient functioning of the office environment.

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Profile Summary

Highly organized and detail-oriented Accounts Assistant with a proven track record of providing efficient and comprehensive support to executives and teams. Adept at managing Accounts tasks, coordinating schedules, and facilitating smooth office operations. Proficient in utilizing office software and communication tools to streamline processes and enhance productivity.

Education

- Masters of Business Administration (3.5 year) – Ghazi University DG Khan, Pakistan
- Bachelor in Commerce (2 years) Govt. Post Graduate College D.G Khan, Pakistan

Core Competencies

Accounts support

Confidentiality Management

Attention to Detail

Team Collaboration

Adaptability

Office Management

Compliance awareness

Problem Solving

Reporting & Documentation

Organizational Skills

Communication Skills

Training & Knowledge Sharing

Time Management

Work Experience

Aug 2022 to Apr 2024: Junior Accountant at SunCrop Group, DG. KHAN, PAK

Key Responsibilities:

- To maintain and update accounting records and ledgers
- To manage accounts payable and receivable
- To provide assistance in generating financial statements
- To issue cash vouchers and maintain cash books

Jun 2020 to Feb 2022: Loan Officer at Khushhali Microfinance Bank Ltd, DG. KHAN, PAK

Key Responsibilities:

- . To manage monthly quarterly and annually income statements.
- . To keep records
- . Bank reconciliation.
- . Bank compliance.
- . Forecast.
- . Arranging new ideas.

Jun 2015 to Jun 2016: Accounts Assistant at DAWN Bread ISLAMABAD

Key Responsibilities:

- . To increase sales.
- . Dealing with customers.
- . Building relationship.
- . Recovery insurance

Certifications

- . CCA (Certificate in Computer Applications) – Mar 2016
- . DIT (Diploma in Information Technology) – Feb 2019
- . Business Analytics with Excel: Elementary to Advance – Jun 2023

Technical Skills

- . Microsoft Office
- . QuickBooks
- . ClearBooks

Other Skills

- . UAE Valid Driving License

Personal Details

Date of Birth: 08 February 1996
Languages Known: English and Urdu
Nationality: Pakistani
Marital Status: Married
Residence Address: Dera Dubai, UAE
Visa Status: Own Visa