



# SHERAZ AHMAD

## My Contact

- ✉ sheraz143.pak@gmail.com
- ☎ +92-3159113624
- 📍 Takht-I-Bhai Mardan. KPK Pakistan

## Hard Skill

- MS Office Tools.
- Peachtree.
- Tally ERP 9 & PRIME.
- Quick Books.
- Proficient in CBS T24, OTC, ETB, Rosseta, FCM for performing banking transactions and customer Screening.

## Soft Skill

- Good communication & interpersonal Skills
- Decision making
- Effective Team Player
- Multi-Tasking
- Time management
- Analytical skills and critical thinking

## Education Background

### ● Bachelors in Banking and Finance

Abdul Wali Khan University Mardan Pakistan  
Completed in 2022

## Professional Qualification

### Diploma In Information Technology

Government Polytechnic institute Takht-Bhai Mardan  
Completed in 2019

## Languages

English

Pashto

Urdu

## About Me

Results-driven finance professional with a strong background in accounting and a proven track record of optimizing financial processes. Adept at financial analysis, budgeting, and forecasting, I bring a detail-oriented approach to ensure accuracy and compliance. Possessing excellent communication skills and a commitment to efficiency, I am eager to contribute my expertise to a dynamic finance team, driving strategic financial success for the organization.

## Professional Experience

### Branch Services Officer

#### The Bank Of Khyber Pakistan

Jan 2023 – Present

- **Key responsibilities:**
- Handled a wide range of financial and non-financial transactions, including cash deposits/withdrawals, local/foreign remittances, utility bill payments, inward/outward clearing, cash sorting, issuing of payment orders, account opening and fund transfers.
- Processed ATM claim Settlements and maintained lockers.
- Executed transactions with a focus on accuracy and maintained a low Turn Around Time (TAT) to meet customer needs effectively.
- Ensured compliance with Bank and State Bank of Pakistan (SBP) regulations, preparing vouchers for daily operational activities.
- Provided efficient customer support, addressing transactional needs and resolving issues promptly.
- Maintained effective communication with centralized operations departments to ensure efficient processing of customer transactions.

### Accounts Assistant

#### Aitamad Steel & Re-Rolling Mills Pvt Ltd Pakistan

Nov 19th 2021 – Jan 10th 2023

- Maintain accurate financial records, including invoices, receipts, and payments.
- Assist in financial statement preparation and reporting.
- Reconcile bank statements for accuracy.
- Manage accounts payable and receivable.
- Process and oversee expense reports.
- Contribute to budget preparation and financial planning.
- Perform routine accounting tasks, including data entry and filing.
- Collaborate for timely and accurate financial reporting.
- Verify and reconcile discrepancies in financial documents.
- Assist in audit preparation and documentation.
- Stay updated on accounting regulations and standards.
- Utilize accounting software for efficient processes.
- Communicate effectively with teams and vendors.
- Follow up on outstanding payments and resolve billing issues.
- Assist in payroll processing and related tasks.