



# SYED SHAHID RAZA

## Account Assistant

### CAREER

"I intend to prove myself that I can work hard to earn myself a challenge career, working for progressive organization which offers its opportunities for professional and personal development".

### AREA OF SPECIALIZATION

Cash Handling	Ethical dealing	Customer Services
Voucher Preparation	Daily Recovery	Clearing
Working Reports	Data Entry Correction	Record Keeping
Bank Reconciliation	Cheque Disbursement	Operating Printer

### PERSONAL DETAILS

**FATHER NAME:** Syed Zahoor Hussain Shah  
**ADDRESS:** Daud Khel  
**DOMICILE:** Mianwali  
**PROVINCE:** Punjab  
**CELL#** 03041351782  
03258301254  
**WHATSAPP#** 03041351782  
**EMAIL:** shahidraz5454@gmail.com  
**CNIC:** 38302-3751302-5  
**D.O.B:** 17-Aug-1996  
**MATRIMONIAL:** Single  
**NATIONALITY:** Pakistani

### PROFESSIONAL EXPERIENCE

#### Account Assistant

Jul 01, 2021 – Present

Microfinance bank NRSP/UPAP, Pakistan

### ACADEMIC CAREER

#### B.Com, University of Sargodha

2020

**Concentrations:** Accounting, Auditing, Business Communication

#### D.Com, PBTE Lahore

2017

**Concentrations:** Accounts, Business Communication

#### Matriculation (Science Group), BISE Sargodha

2015

**Concentrations:** Physics, Chemistry, Biology

**Remarks:** 2<sup>nd</sup> Division

### PROFESSIONAL SKILLS

Cash Balancing  
Situation Handling  
Decision Making  
Documents controller

### TECHNICAL SKILLS

MS-Office  
Grip on Core Banking System

**REFERENCE;** It will be provided upon request

### CORE COMPETENCIES

Cash Services  
Communication Skills  
Planning and Organizing Skills  
Data Entry Operations  
Problems Solving  
Integrity

### EXPERTISE

Cash Receipts & Payments  
Vouchers Preparation  
Customer Services  
Record Keeping  
Disbursement Cheque  
Recovery Checking  
Bank Reconciliation  
Managing All The Cheque  
Processing



