



IRFAN ASJAD

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DIP 1-UAE

Objective

Ambitiously seeking to apply my knowledge and skills in a dynamic environment. I aim to contribute as part of a team driven by a will to succeed and make a difference.

Work Experience

Meezan Bank Limited Lahore Pakistan

SENIOR OFFICER

2019-2023

- Managed general ledger entries and reconciliations.
- Assisted in preparing monthly and annual financial reports.
- Handled tax filings and ensured compliance with local
- Manage accounts payable and receivable, ensuring timely transactions.
- Conduct bank reconciliations and monitor cash flow.
- Work with auditors to ensure smooth internal and external audits.
- Prepare financial statements, balance sheets, and income statements to ensure compliance.
- Processing payments, invoices, and settlements.
- Handling interbank transactions and fund transfers.
- Managing branch records and documentation.

Meezan Bank Limited Lahore Pakistan

Branch Services Officer

2012-2019

- Handling and executing all financial/non-financial transactions.
- Generate dally, weekly, and monthly reports on CMU Fail, In-transit
- Collateral, and Cash Position Respond to queries from analysts and management.
- Maintain monthly salary sheet Strong organizational and time-management skills
- Strong numerical skills and attention to detail
- Proficiency in computer applications, especially financial software
- Provide fast and excellent customer services
- Expert in deposit operations, regulations, and processing system
- Posting of Inward and Outward Clearing Cheques
- Utility Bills collections/ Cross Branch

Core skills

Communication skills
Organizational skills
Problem-solving skills
Computer skills

Education

MAF (2019)

Master's in Accounting
and Finance

B.com (2007)

Bachelor of Commerce

Personal Details

Nationality

Pakistani

Gender

Male

Civil Status

Married

Languages

English,

Urdu

United Bank Limited Lahore Pakistan

Universal Teller

2008-2012

- Performed cash handling, fund transfers, and foreign payments.
- Handled PO/DD processing, clearing operations and customer account opening
- Maintained cheque books/ATM cards and ensured adherence to SOPL Handled cash transactions, fund transfer entries and foreign payments via
- Western Union Maintained and balanced cheque books and ATM card issuance

COMPUTER SKILLS

MS Office Word, Excel, PowerPoint.

Visa Status: - Sponsor visa