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# Yasir Yousaf Khan

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## PERSONAL PROFILE

- An enthusiastic and hard working person living in Ireland since and eligible to work Full Time.
- Graduated in Accounts & Finance in First Class.
- Experienced in providing customer services.
- With good interpersonal skills is able to communicate at all levels and work within a team.
- Reliable and efficient, always complete tasks to the highest standard
- Seeking a position of challenge and responsibility to contribute to an organization with my ability.
- Personal development that adds value to the organization through innovation, creativity and hard work.
- Excellent learning ability can quickly master new knowledge & Skills.
- Cheerful and optimistic.

Currently Studying Advance Taxation (ATX) ACCA  
Professional Skill Exam from Accounting School Dublin.

Completed Professional Diploma in Computerized Accounts &  
Payroll from Learnful Dublin. April 2023

## EDUCATION

BA ACCOUNTS & FINANCE ( 2020-2021 )  
ICD Business School  
Dublin . Ireland

CBL ( Certificate in Business & English Languages ( 2008 )  
Dublin Business School.  
Dublin , Ireland.

B COM ( Bachelor in Commerce ) (2006-2008)  
Government college of Management Sciences,  
Abbottabad , Pakistan

D COM ( Diploma in Commerce ) ( 2004-2006)  
Government College of Management Sciences  
Abbottabad, Pakistan.

## WORK EXPERIENCE

### **Bidvest Noonan**

Front Desk Security Officer ( AIB Bank )

Feb 2018 – Present ( Full Time )

- Check daily Incident Reports,
- Health and safety issues, Emails & respond accordingly
- CCTV Monitoring and keep the data in accordance with GDPR.
- Managing Customer Complaints & report it to Bank management if necessary.
- Fire drill management and reports of defects to the Bank management.
- Ensuring the safety of staff & visitors also Training and coaching of new staff.
- Attending Calls and Allowing Visitors Pass to the Bank
- Work at front Desk / Receptionist
- Identifying the Staff ID badges
- Door and Security Access
- First contact with Bank Customers
- Answering the Phone and operating the Switchboard

### **Serena Beds Ltd Dublin**

Sales Manager

May 2019 – May 2023 ( Part time )

- Managing Sales and Records
- Established business development by delivering high standard of customer service.
- Manage data through Sage software for invoicing and stock control.
- Responsible for Client accounts, achieving sales targets, stock & Inventory control
- Control of wage budget & complying with company policies and procedures.
- Keeping the records up to date.

### **Front Desk Receptionist ( Ulster Bank ) ( 2014 - 2018 )**

G4S Security

- Identifying the Staff ID badges
- Door and Security Access
- First contact with Bank Customers
- Answering the Phone and operating the Switchboard
- Coordinating the site contractors and visitors
- CCTV control
- Issue the temporary Swipe cards to Staff and Visitors
- Control and manage the Security and Site books
- Reporting and logging site issue with Bank management
- Direct reporting to the bank management of any issue / Emergency
- Access control of Comms and Building
- Look after the Building, Patrolling, Car Park, Opening / Closing up, Site Alarm's, Comms Rooms , After hours Staff Access to building.

### **Receptionist (Front Desk Officer) ( 2009 – 2014 )**

Bidvest Noonan

- Work at the front desk
- Answering the telephone and operating a basic switchboard
- First contact with customers
- Cooperate with new contractors and visitors
- Coordinating the post and couriers
- Reporting and logging a request for work to be carried out in the building
- Cooperating with maintenance team
- Preparation of office documents
- Dealing with Staff Queries
- Booking meeting rooms
- Issue a new swipe cards & use of ITI Access Control Software
- Look after the Building, Patrolling , Car Park, Closing up, Set Alarm.

### **Security Officer ( March 2008 - May 2009 )**

Recourse Security PVT

Locations : Eircom Telephone House , Eircom Blanchardstown, BT ( British Telecom Dundrum.

- Answering the phones / Telephone Switch Board after hours
- First contact with customers
- Cooperate with new contractors and visitors
- Dealing with incoming post / Post records
- Look after the Building , Patrolling , Key Check , Lock up.
- Collect Deliveries for Staff.

### **VUE Cinema Liffey Valley ( February 2008 - October 2009)**

Duties perform on Box Office , Retail , Floor.

#### **Other Skills**

Microsoft Office, Financial Accounting, Business Strategy, Excellent written and verbal communication Skills, Photography, Sage Software.