



# HAMMAD RASHID

Total Experience: +2YEARS

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## WHY ME?

My Immediate career goal is to work with reputable organization having congenial working environment and where challenging opportunities are available to contribute towards the development of organization. Also I strive to ensure that a high degree of relationship is maintained between staff and colleagues.



## SKILLS



Taxation	●●●●●
Market Knowledge	●●●●●
Competent	●●●●●
Autocad	●●●●●
Ms Office	●●●●●
Creative	●●●●●
Communication Skills	●●●●●
Trustworthy	●●●●●
Accuracy	●●●●●
Dreamweaver	●●●●●

## EDUCATION

### 2016 • M.COM

University of central punjab ♥ Rawalpindi , PAKISTAN

Master of commerce two years full time study in which I have studied financial accounting,business-strategic-operations-supply chain and human resource management etc.

### 2012 • B.COM

At Punjab College Of Commerce ♥ Rawalpindi , PAKISTAN

Bachelors of commerce to years full time study in which I have studied Advance Accounting,Auditing,Taxation,Communications skills and business law etc.

### 2010 • D.COM

At Govt Institute Of Commerce ♥ Talagang,Chakwal , PAKISTAN

Diploma in commerce two years full time study in which I have studied Accounting,IT,Economics,Communication etc.



## Additional Qualification:

- **Telly ERP**  
(Nicon institute Rawalpindi,PAKISTAN)
- **Autocad (CIVIL)**  
(Nicon institute Rawalpindi,PAKISTAN)
- **Health Safety(HSE) Diploma**  
(Edcons institute Rawalpindi,PAKISTAN)
- **MS Office (Basic) Diploma**  
(Skill development council,PAKISTAN)
- **Spoken English**  
(Skill development council,PAKISTAN)



## WORK EXPERIENCE

CURRENTLY WORKING IN:

2017

### WPS & REMMITANCES OFFICER in GCC EXCHANGE DUBAI,UAE (8months)

DESIGNATION : CUSTOMER SERVICE EXECUTIVE,CSE

- Attending customers for salary processing in wps.
- Making receipts and payment vouchers for salary of employees registered in wps.
- Discussing salary matters with the customers and giving best advice regarding to followup labor rules.
- Registration of new companies in wps.
- Meeting with customers by giving them GCC EXCHANGE products knowledge in order to increase business.
- Doing best efforts in order to maintain the customers trust by offering ultimate kind of quality services.

- Provide complete assistance to the customers regarding all functions of GCC EXCHANGE.
- Regularly checking remittance and wps receipts and payments accounts.
- Making remittances to different countries.
- Attending phone calls of the customers.
- Wps salary processing and disbursement.
- Reconciliation of salaries in wps by maintaining wps accounts.
- Maintaining complete check and balance on transactions.
- Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.



#### LANGUAGES

English	●	●	●
Urdu	●	●	●
Punjabi	●	●	●

#### PERSONAL INFO

- Nationality Pakistani
- Date Of Birth 16-08-1990

2016

#### INTERNSHIP AT MCB BANK, PAKISTAN. (3MONTH)

- Greeting the clients and assisting them about the appropriate products.
- Facilitate the customer and perform core duties of the bank by mainly receiving and paying cash.
- Handle and control cash transactions of customers by monitoring deposits and withdrawal accurately in line with SBP regulations and guidelines.
- Increase and maintain capability of cash handling by balancing the physical inflow and outflow of debit and credit with the help of vouchers.
- Assess high technical capabilities, regulate the process & facilitate the customers in time through the posting of transactions in the system.

2013-15

#### Sales Executive In Silk Bank, PAKISTAN (1.5years)

- Creating strategy to target specific customer for acquiring business.
- Demonstrating and presenting products to the customers.
- Establishing new business relations from customers.
- Maintaining accurate records of customers profile in bank account balance.
- Selling a range of products to new and existing customers.
- Aiming to achieve monthly and annual targets.
- Taking statistical measures to maintain customers trust by providing them ultimate kind of services.
- Focusing on sales efforts by studying existing and potential volume of customers.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Resolving customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
- Contributing to team effort by accomplishing related results as needed.