# Muhammad Faisal Shabbir

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**OBJECTIVE**

To obtain a challenging position in a progressive, fast paced environment and best utilize my Positive Attitude and Skills.

**Summary of Skills:**

* Familiar with GAAP, and auditing process.
* Microsoft Word, Excel, Access, and PowerPoint.
* QuickBooks, Crystal reports.
* Able to work independently in a teamwork environment.
* Skilled in analyzing financial statements and resolving problems.
* Awareness of economics and business statistics.
* Excellent organizational and communication skills.

**EXPERIENCE**

**Suntrust Bank**

**Alexandria, VA**

**Teller coordinator Nov 2016 –Present**

* Greeted customers and ensured tellers adhered to customer service standards in all transactions.
* Wrote teller schedules and provided training and development.
* Maintained all customer service standards.
* Responded positively and resolved customer concerns and issues.
* Ordered cash for drive through and teller stations.
* Prepare branch ready for Audit and Audit Branch operation on monthly basis.
* Balanced currency and coin vaults.
* Ensured adherence to teller function policies standards and procedures.

**Staples**

**Alexandria, VA**

**Sales Associate Feb 2016 – Nov 2016**

* Highly skilled in customer service and can communicate effectively with clients.
* Excellent Customer Service and interpersonal skills.
* Proficient with computers, learns new software systems with ease.
* Proficient in multitasking and can prioritize multiple jobs as necessary.
* Self-motivated and possess a strong desire to succeed and meet goals.
* Proficient in most retail sales technology systems.

**Forever Knowledge PVT LTD.**

**Islamabad, Pakistan**

**Financial Analyst**   **Nov 2009 - April 2012**

* Performed the entire cycle for accounts payable.
* Recorded and entered miscellaneous cash receipts which efficiently decreased accounts receivables by 10%.
* Entered student billing and maintained current information in the system.
* Prepared and transferred the bank deposits.
* Recorded journal entries.
* Reconciled projected vs. actual budgets for discrepancies.
* Recorded & reimbursed petty cash.
* Analyze the trends and future business opportunities.
* Responsible for making reports and trend Analysis.

**Jamil Zahid & Co, PK**

**Islamabad, Pakistan**

**April 2012 - May 2015**

**Staff Auditor**

* Evaluates and provides reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the organization objectives and goals to be met.
* Reports risk management issues and internal control deficiencies identified. directly to the audit committee and provide recommendations for improving operations and performance.
* Maintain open communication with management and the audit committee.
* MS-Office, Advance level Excel Skills with Pivot table and VLOOKUP functions, Quick book Software, Financial Audit, Compliance Audit, Operational Audit, & Internal control design, Risk Assessment.

**Achievements**

* Best Employee of the month. (Forever Knowledge Pvt Ltd)
* Have maintained a 100% customer satisfaction rating through Customers feedback to Store Manager. (Staples)
* Bootcamp Certification in Data Analyst and Data Visualization from George Washington University.

**Education**

MS Banking & Finance-- Islamabad, Pakistan (2007-2010).

Bachelors in Commerce-- Islamabad, Pakistan (2005-2007).

**References**

Provided upon request.