



AMIR AQASH

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Summary

Detail-oriented and results-driven Accountant with extensive experience in financial record management, budget analysis, accounts PA/RA and audit support. Adept at leveraging accounting software to optimize financial operations. Strong analytical and problem-solving skills with a keen eye for accuracy and efficiency. Seeking to contribute expertise in financial reporting and cost control in a dynamic organization.

Professional Experience

➤ **Branch Supervisor:**

Al Ghurair Exchange LLP | Dubai, UAE | 09/2022 – Present

- **Branch Operations Management:** Oversee daily operations including foreign exchange, remittance services, and customer transactions.
- **Compliance & Regulation:** Ensure compliance with AML (Anti-Money Laundering), KYC (Know Your Customer), and other regulatory standards.
- **Cash Handling:** Supervise cash flow, cash balancing, and vault management to minimize risk.
- **Customer Service:** Maintain high standards of customer service, handle complex queries or complaints, and support front-line staff.
- **Staff Supervision:** Lead, train, and schedule branch staff to ensure operational efficiency.
- **Payroll Assistance:** Support payroll processing and ensure correct entries into accounting systems.
- **VAT & Tax Preparation:** Help with preparation and filing of VAT returns and other tax-related documents.
- **Petty Cash:** Prepared petty cash vouchers, maintained expense logs, and submitted timely reports for replenishment.
- **Sales & Targets:** Monitor branch sales performance and help achieve business targets for FX and related services.

➤ **Operation Officer:**

MCB Bank LTD | Rahim Yar Khan, Pakistan | 01/2019 - 03/2022

- **Transaction Processing:** Oversee day-to-day processing of financial transactions including deposits, withdrawals, fund transfers, and loan disbursements.
- **Back Office Support:** Handle documentation, data entry, and reconciliation of customer accounts.
- **Compliance & Risk Management:** Ensure all operations comply with regulatory guidelines (AML, KYC, etc.) and internal policies.
- **Account Management:** Assist with opening, closing, and maintenance of customer accounts.
- **Reporting & Reconciliation:** Prepare daily, weekly, and monthly reports; reconcile accounts and resolve discrepancies.

- **Customer Service Support:** Coordinate with front-line staff to ensure smooth and error-free customer service.
- **Cash & Vault Management:** Support cash handling, vault balancing, and cash logistics if needed.

➤ **Assistant Accountant:**

Malmo Foods PVT LTD | Lahore, Pakistan | 06/2017 - 11/2018

- **General Ledger Management:** Assist in maintaining and updating the general ledger and supporting schedules.
- **Accounts Payable & Receivable:** Process supplier invoices, customer payments, and follow up on outstanding receivables.
- **Bank Reconciliation:** Perform regular bank and cash reconciliations to ensure accuracy of financial records.
- **Financial Reporting:** Assist in preparing monthly, quarterly, and annual financial reports.
- **Closing Reports:** Preparing monthly closing reports of various departments like (Production, Maintenance, Transportation, Cold Store and Dry Store)
- **Journal Entries:** Record and post journal entries for expenses, accruals, and adjustments.
- **Payroll Assistance:** Support payroll processing and ensure correct entries into accounting systems.
- **VAT & Tax Preparation:** Help with preparation and filing of VAT returns and other tax-related documents.

Key Skills

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| <ul style="list-style-type: none">• Demonstrated Management skills• Conceptual Understandings• Communication and Negotiations• Commercial and Business Awareness• Financial Analysis & Reporting• Budget Management & Cost Control• Accounts Payable/Receivable• Tax Preparation & Compliance | <ul style="list-style-type: none">• Ability to Quick Learn and Work Under Pressure• Payroll Processing• Audit Support• Customer Orientation and Relationships• Services Focused• MS Office, QuickBooks, Zoho, Odoo• ERP, Casmex, Smartex, Symbols & Data Analysis• Handling Emails |
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Trainings and Certification

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| <ul style="list-style-type: none">• AML-CFT Rules & Regulation (UAE)• Fraud Detection (UAE)• Role of Compliance in Organization (UAE)• Customer Services (UAE)• Raast Pakistan (Pakistan)• MPMG Housing Finance (Pakistan)• Electronic CIB (Pakistan) | <ul style="list-style-type: none">• Role Based AML-CFT (Pakistan)• Fair Treatment to Customers (Pakistan)• Green Banking Structure (Pakistan)• Universal Banking Officer (Pakistan)• E-Tax Filling (Pakistan)• Orientation Program (Pakistan)• TSO Certification (Pakistan) |
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Academic Qualifications

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| <ul style="list-style-type: none">• Masters of Commerce:
Islamia University of Bahawalpur Pakistan
(Sep-2014 to Aug-2017) | <ul style="list-style-type: none">• Bachelor of Commerce:
Islamia University of Bahawalpur Pakistan
(Sep-2012 to Aug-2014) |
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Languages

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| <ul style="list-style-type: none">• English (Fluent)• Hindi (Fluent) | <ul style="list-style-type: none">• Urdu (Native)• Punjabi (Native) |
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Reference

Will be furnished on demand