

KIRAN SHABEER

Salmiya, Nasser Al-Badr Street, Kuwait Building 4 | +96565851714 | Kiranshabbir543@gmail.com

Professional Summary

Finance and tax professional with one year of experience in income and sales tax return filing, financial reporting, and tax planning for a diverse client base. Skilled in using accounting software to improve accuracy and streamline compliance processes.

Backed by over four years in the banking sector as a General Bank Officer and Customer Service Officer, with proven expertise in financial transactions, client service, and regulatory compliance. Known for attention to detail, strong analytical skills, and a commitment to delivering reliable financial solutions with integrity and professionalism.

Skills

- Tax Preparation & Compliance
- Financial Reporting & Analysis
- Income Tax & Sales Tax Filing
- Reconciliation (Bank, Ledger, Account)
- Client Relationship Management
- Customer Service
- Communication
- Team Leadership
- Sales Proficiency
- Financial administration

Work History

Accounting Bookkeeper (Remote)

07/2024 - 06/2025

Synergy Services, FZE., Dubai, UAE – Dubai, UAE

- Oversee diverse financial responsibilities, encompassing transaction recording, account reconciliation, and precise financial record maintenance.
- Manage accounts payable and receivable, compile financial statements, and uphold compliance with relevant regulations.
- Leveraging accounting software, optimising processes and consistently pursuing enhancements to improve efficiency and accuracy.

Tax associate

07/2024 - 06/2025

Raza and Irfan Associates – Gujranwala, Pakistan

- Recorded and reconciled financial transactions, ensuring accuracy and compliance with accounting standards.
- Managed accounts payable and receivable functions, maintaining clear and up-to-date financial records.
- Prepared monthly financial statements and supported compliance with relevant tax and financial regulations.
- Filed annual income tax returns and monthly sales tax returns for individuals and businesses.
- Spearheaded tax planning and advisory services for a diverse client portfolio, achieving significant tax savings and enhanced client satisfaction.
- Led end-to-end financial management, including budgeting, forecasting, and financial analysis, enabling strategic business decisions.
- Utilized accounting software to streamline processes, improve workflow efficiency, and reduce manual errors.

General banking officer

08/2021 - 12/2023

MCB Bank Limited – Gujranwala, Pakistan

- Executed a range of banking operations including customer service, account management, and financial transactions to ensure smooth and efficient banking services.
- Handled cash transactions, deposits, withdrawals, and fund transfers accurately, maintaining compliance with banking regulations and procedures.
- Managed customer inquiries, providing timely and effective resolutions to various banking queries, enhancing overall customer satisfaction.

- Conducted account opening and closing procedures, verifying customer information and documentation to ensure compliance with regulatory requirements.
- Collaborated with team members to achieve branch targets, contributing to the overall growth and profitability of the bank.
- Maintained up-to-date knowledge of banking products, services, and policies to effectively educate customers and promote cross-selling opportunities.
- Adhered to strict security protocols and procedures to safeguard bank assets and minimise risks of fraud or unauthorised access.

Customer service officer

05/2019 - 08/2021

The Bank of Punjab – Gujranwala, Pakistan

- Provided exceptional customer service by promptly addressing customer inquiries, resolving issues, and ensuring a positive banking experience for clients.
- Handled a wide range of customer transactions including deposits, withdrawals, account inquiries, and fund transfers accurately and efficiently.
- Processed account openings, closures, and updates, ensuring compliance with bank policies and regulatory requirements.
- Identified opportunities to upsell and cross-sell bank products and services, effectively meeting sales targets and promoting customer retention.
- Conducted financial needs assessments for clients, recommending appropriate banking solutions and products to meet their individual needs.
- Maintained thorough knowledge of banking products, services, and promotions to effectively educate customers and promote brand loyalty.
- Collaborated with team members and other departments to address complex customer issues and ensure seamless banking operations.
- Uphold strict security and compliance standards to protect customer information and prevent fraud or unauthorised transactions.

Operations intern

01/2016 - 12/2016

MCB Bank Limited – Gujranwala, Pakistan

Finance trainee

01/2017 - 12/2017

Pakistan Telecommunication Company Limited (PTCL) – Gujranwala, Pakistan

Education

ACCA

Expected in 2026

Association of Chartered Certified Accountants - London, United Kingdom

Bachelor of Business Administration: Accounting and Finance

01/2018

University of Central Punjab - Gujranwala, Pakistan

Certifications

- McKinsey & Company Forward program
- Audit & assurance virtual experience program 2023 (Certificate): KPMG
- Sustainability in banking virtual experience program 2022 (Certificate): ACCA
- Business and Entrepreneurship (certificate): Oxford Summer Courses UK
- Lowest Account Opening TAT in Pakistan: MCB Bank Limited
- Quality and Service Excellence Badge: MCB Bank Limited
- Service Excellence Shield in Pan Pakistan: The Bank of Punjab