



# ABDUL SABOOR



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Al Rayyan, Qatar

## ABOUT ME

Detail-oriented Accounts Officer with strong experience in academic institutions and leading exchange companies. Skilled in financial reporting, account reconciliation, cash management, and compliance with regulatory standards. Proven ability to streamline accounting processes, maintain accurate records, and support smooth daily financial operations. Collaborative team player with a reputation for accuracy, confidentiality, and dependable financial support. Known for reliability, integrity, and delivering high-quality work in fast-paced environments.

## EDUCATION

2018 - 2020

### Bachelor in Commerce | B. Com

University of Sargodha

2016 - 2028

### Intermediate in Commerce | I. Com

Global College System, Rawalpindi (Federal Board)

2014 - 2016

### Matric

Quaid Science School, Rawalpindi (Federal Board)

## EXPERIENCE

### Feb 2025 - Present

Ezdan Mall, Al  
Charaffa (Under  
Optimize)

### Guest Relation Representative

- Greet and welcome customers, provide directions to shops, and assist with inquiries via phone, ensuring a positive and helpful guest experience.
- Collaborate with management to resolve tenant issues efficiently, following up to ensure prompt resolution and tenant satisfaction.
- Prepare and maintain various reports including Footfall, CMS, Lost and Found, Daily and Monthly Management Reports and late opening/early closing shops.
- Provide regular updates to management on FACP, CCTV, non-trading shops, and operational issues, ensuring continuous monitoring and timely follow-up.
- Supervise floor operations, following up on unresolved issues and ensuring corrective actions are implemented to maintain smooth operations.

### Apr 2024 - Feb 2025

Ravi Exchange |  
Saddar Br. Rawalpindi

### Teller/Cashier

- Handle cash transactions including deposits, withdrawals, and remittances.
- Count and verify cash drawer balances at the start and end of shifts.
- Detect counterfeit currency (local and foreign) with accuracy.
- Issue receipts and ensure all vouchers are signed and stamped.
- Maintain transaction records and reconcile totals daily.
- Provide customer support and answer queries regarding exchange procedures.
- Monitor for security risks and handle suspicious activity appropriately.
- Obtain confirmations for inward/outward remittance dealings.
- Prepare daily reports and assist with branch closing procedures.

## **Feb 2022 - Apr 2024**

*SKY Exchange, RWP*

*Branch*

### **Teller/Cashier**

- Handle customer transactions including currency exchange, remittances, deposits, and withdrawals.
- Count, verify and balance cash at the beginning and end of shift/day end.
- Ensure zero discrepancies between system records and physical cash.
- Provide excellent customer service and resolve customer queries professionally.
- Verify customer identification for all transactions.
- Detect and report suspicious or fraudulent activities.
- Maintain accurate transaction entries in the system.
- Manage cash float and ensure adequate currency stock for daily operations.
- Prepare daily closing reports and submit them to the supervisor.
- Maintain a clean, organized, and secure counter environment.

## **May 2020 - Jan 2022**

*FINCOM College,*

*Rawalpindi*

### **Accounts Officer**

- Process vendor invoices, student fee payments, and staff reimbursements.
- Monitor outstanding dues and follow up on collections.
- Maintain accurate records of student scholarships, grants, and fee waivers.
- Assist in budget preparation and monitor budgetary compliance.
- Prepare bank reconciliations and manage cash flow forecasts.
- Maintain general ledger and prepare monthly, quarterly, and annual financial statements.
- Ensure adherence to internal financial policies and external regulatory requirements.
- Maintain digital and physical records in line with statutory requirements Generate financial reports for management

## **Skills**

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|-------------------------|----------------------------|------------------------|
| • Attention to Detail   | • Cash Handling Procedures | • Problem-Solving      |
| • Numerical Proficiency | • Speed & Efficiency       | • Cash Reconciliation  |
| • Good Customer Service | • Confidentiality          | • Documentation Skills |

## **CERTIFICATES**

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- 06-Months Basic IT Course
- PeachTree 2Months Course

## **SOFTWARES**

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- |              |                                     |
|--------------|-------------------------------------|
| • MS Office  | • Odoo                              |
| • Peach Tree | • FMS (Financial Management System) |