



HAYAT RAUF

Career Summary:

Driven by innovation, entrepreneurial spirit, I am a person with great potential of learning and working in an organization where I can be a part of the team in making the organization grow. I have experience of studying and working in different environment. Exceptional work ethic, competitive personality and proven ability to achieve revenue goals.

Main Expertise:

Accountants Opening, Clearing Department, Home Remittance, Salary Posting, Cheque Deposit, Accounts Deposit, Car loans, Credit cards, Time Management, Persistence, Reporting, interpersonal skills diplomacy and self-motivation. Communication, professionalism, Planning & organization, efficiency, conflict resolution.

Get in touch!

Mobile:

+971 58 168 8913

Email:

raufhayat0@gmail.com

Address:

United Arab Emirates, Dubai, Al Rigga Daira Dubai

Date of birth:

02-10-1994

Languages Spoken:

Urdu

English

Passport No:

BV9988561

Marital Status:

Single

Nationality:

Pakistan

Work Experience

Branch Services Officer

UNITED BANK LIMITED PAKISTAN (2019-2021)

- Worked on Accounts opening.
- Dealing with the Customers.
- Identified and applied for loans, from corporate to personal loans.
- Engaged with the Customers
- To help the customers processed and fill the tax forms and applied appropriate deduction in the process.
- Recording of all expenses in account books
- Work on special assignments as required
- Worked on Microsoft Excel.
- Clearing Department. And Home remittance.
- Credit card selling.
- Accounts Deposits.
- Worked on CARs Loans.
- Give the business to Bank (NTB).

THE BANK OF PUNJAB (BOP) (2017-2019)

- Worked in Accounts Department
- Remittance and Accounts Opening.
- Cash deposit.
- Cash and Cheque slips filling.
- Identified and applied for loans, from corporate to personal loans.
- Prepared and examined financial records.
- Processed and fill the tax forms and applied appropriate deduction in the process

Academic History

BBA (Hon's) (2013-2017)

MBA (2018-2020)

