

# SHAHWAIZ NAZIR

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**Contact:** +971527671081

**Date of birth:** 04 July 1996

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Dear Sir / Madam,

I take up this letter as an opportunity to present myself as a potential candidate for a suitable position in your organization. My diversified and in-depth professional work experience at Bench Matrix DWC LLC Dubai, UAE and Banking Experience, coupled with an outstanding track at both professional and academic studies (as detailed in my résumé) has enabled me to envision myself as a valuable asset for an organization as prestigious as yours. I consider your organization as one that can fulfill my need for incessant professional development and provide an opportunity for career growth.

I have been consistently providing professional services at the firm and companies with utmost determination and unyielding commitment to work hard for the accomplishment of my personal goals as well as entity's organizational goals. I offer a good blend of professional experience, technical knowledge and skills to become a vital member of your organization.

Currently, I have been working as an Accountant officer in Bench Matrix DWC LLC Dubai. I also worked in Internal Audit Department in Bank. Having been associated with these organizations for over Seven years, I had multiple opportunities to be involved in critical assignments such as statutory audits / reviews, liaison with the bank and other assignments. Such exposure to a wide spectrum of clients with a rich variety of work experience has provided me with an in-depth view of the key business processes, risk management procedures, accounting and internal control systems, corporate governance and regulatory as well as accounting frameworks for a range of industries. Equally important, it has enriched me professionally and equipped me with the traits needed to deal with a variety of situations in an innovative, effective and efficient manner.

I am looking for a career opportunity that commensurate my skills and which can provide me with a competitive working environment coupled with the opportunity for career growth at the organization. I believe my experience and training has given me the skills to make a valuable contribution.

I would welcome the opportunity to meet you and discuss how I can best utilize my skills, abilities and expertise in meeting the needs and expectations of your organization.

Thank you for your time to consider my application.

Regards,

Shahwaiz Nazir

Encl: Resume



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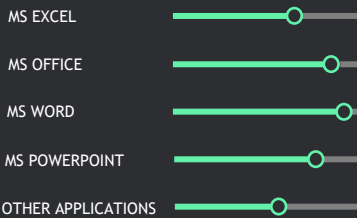
+971527671081 [✉ shahwaiznazir@gmail.com](mailto:shahwaiznazir@gmail.com)

[📍 Dubai Silicon Oasis, Dubai, UAE](#)

## ABOUT ME

Seeking a challenging opportunity to demonstrate my knowledge, skills and experience in a reputable organization offering career growth and professional development.

## SKILLS



## HOBBIES

Software Development  
Information Technology  
Mobile Applications  
Artificial Intelligence

## EDUCATION & QUALIFICATION

- ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANT  
ACCA (Currently Enrolled)
- NEWPORT INSTITUTE OF COMMUNICATION AND ECONOMICS  
B. Com (Bachelors of Commerce)
- INSTITUTE OF INTERNAL AUDITORS  
CIA (Certified Internal Auditor) Currently Enrolled

## EDUCATION & QUALIFICATION

- BENCH MATRIX DWC LLC (ACCOUNTANT)  
03/02/2023-Till Date
- UNITED BANK LTD (OPERATION OFFICER)  
31/10/2022-Till Date
- SUZUKI NASEER AUTOS AUTHORIZED DEALER PSMCL  
(ADMIN AND ACCOUNTANT)  
22/02/2017-30/10/2022
- BANKING EXPERIENCE (INTERNAL AUDIT OFFICER)  
15/08/2016-07/11/2016

## I.T PROFICIENCY

- Silver Lake Software, Oracle, Symbol
- Worked on UCS (Used Car System)
- Worked on CUC (Certified Used Car System)
- Worked on DMIS and its related applications.
- Worked on CRM (Customer Relationship Management)
- Proficient in MS Office and its related applications

## WORKED ON AREAS IN DEEM FINANCE LLC FOR BENCH MATRIX DWC LLC:

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### Procurement/XPU Specialist:

1. Implementing effective strategies for sourcing goods and services to optimize costs.
2. Negotiating favorable terms, prices, and contracts with suppliers to achieve cost savings.
3. Building and maintaining positive relationships with vendors to ensure timely and quality deliveries.
4. Drafting, reviewing, and managing contracts to safeguard organizational interests.
5. Verifying and processing invoices accurately and efficiently.
6. Reconciling expenses against budgets and ensuring compliance with company policies.



### Reconciliation Specialist:

1. Analyzing and reconciling general ledger accounts to identify and resolve discrepancies.
2. Collaborating with other departments or stakeholders to resolve financial discrepancies or issues.
3. Involved in the GL Reconciliation process to ensure correctness of information reported.
4. Involved in system migration activity and performed detailed reconciliation of System related data with GL Balances.
5. Meticulously review and analyze financial records to ensure accuracy and completeness.
6. Clearly communicate reconciliation findings to team members.
7. Effectively manage time to meet tight deadlines for reconciliation tasks.
8. Prioritize tasks based on urgency and importance to ensure timely completion.

## WORKING ON AREAS IN UBL AS (OPERATION OFFICER):

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1. Dormant Activation
2. Signature Card Update
3. Deceased Cases - Processing & documentation
4. Account Opening
5. Statement of Accounts
6. Account Closure
7. KYC/CDD/EDD
8. Call Back Confirmation
9. TDR/ COD/ UTTIP Booking/ Encashment
10. CIF Amendments
11. BANCA/ JLI Insurance
12. Issuance of Account Maintenance Certificate/ WHT Deduction Certificate
13. Cheque book (Issuance/ delivery/ activation)
14. Debit Cards (Ordering/ delivery/ destruction)
15. Handling of Captured Cards (CCTM)
16. Customer Enquiries
17. Home Remittances (COC/ Western Union)
18. Salary Processing
19. Clearing (Outward/ Inward/ Same day/ Intercity/ Special Clearing)
20. Cheque Return Handling
21. IFTT/ OFTT
22. FDD
23. OBC/ IFBC/ FOBC
24. Stop Payment Marking & Release of Cheques
25. Settlement of Sundry - outward clearing/ initial deposit
26. Standing Instructions
27. Handling of Unclaimed Deposit Refunds
28. Marking & Removal of Account-Level Restraints
29. WHT Exemption Marking
30. Initial Public Offering
31. Prepared bank reconciliations and performed regular monitoring of the outstanding items.



## WORKING IN AREAS IN SUZUKI NASEER AUTOS (AUTHORIZED DEALER):

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1. Generating Provisional Booking Order Forms.
2. Dealing with the insurance company for renewal of insurance for employees.
3. Sending employee data to head office on a monthly basis.
4. Making travel arrangements for conferences.
5. Monitored payroll and communicated information to the management team.
6. Scheduled appointments, processed expense reports and mileage.
7. Issuing Purchase orders for supplies and keeping inventory for local offices.
8. Local law enforcement for improvement.
9. Conference of phones using Cisco system.
10. Obtaining flight and/or hotel reservations when necessary, for team members.
11. Processing of all types of high volume incoming and outgoing mails, UPS, FedEx, Private couriers.
12. Attended meeting, preparing minutes of meeting
13. Inspection and updating of firefighting equipment i.e.: sand bucket, First aid Box, fire alarm system.
14. Issues, receives, types and processes various types of applications and forms.
15. Reviewing application and sources for recruiters.
17. Monitoring of incoming and outgoing cash deposits.
18. Ensuring all transactions are processed in an accurate manner and resolve any customer issues.
19. Responsible for handling a heavy amount of data entry in to company's database.
20. Bookkeeping and minor accounting.
21. Liaison between building management and employees.
22. Web content management.
23. Scanning, faxing and emailing necessary documentation to customs and corporate office.
24. Keeping an accurate count of the product available in inventory.
25. During my supervisor's absence, I took on those duties such as updating daily spreadsheets and databases.
26. Collect mortgage payments and pull credit reports.



## WORKED ON AREAS IN AL BARAKA BANK AS (INTERNAL AUDIT OFFICER):

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1. Audit of Centralized Clearing Unit (CCU).
2. Audit of Branches and Departments.
3. Questioning with staff on any mistake or negligence.
4. Customer's feedback.
5. Preparing final reports.
6. Cheque Withdrawal.
7. Cheque transfer.
8. Cash Deposit.
9. Cash replenishment.
10. Pay order Issuance
11. Pay order Cancellation.
12. Account statement.
13. Account Closure.
14. Account certificate.
15. Account Maintenance Certificate.
16. Remittance Inward/Outward.
17. Remit expense.
18. Contact and Address updating of customer.



## References

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Will be furnished on request