



SAQLAIN HAIDER

Date of birth: 14/07/1991

Nationality: Pakistani

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Visa: Employment Visa

PROFILE

Secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE

Senior Teller & Customer Service Executive GCC Exchange

📅 01/2022 – present 📍 DUBAI, UNITED ARAB EMIRATES

Job Responsibilities

- Handling Bulk Cash.
- Purchase and Sale of Foreign currencies.
- Maintaining Cash Book, Handling Cash Accounts.
- Handling inflow and out flow of cash.
- Processing of Telegraphic Transfers against cheque issuance
- Handling Bank transfers against credit cards.
- Handling WPS salary disbursement for various companies.
- Issuing Demand Draft, Telegraphic Transfers, Mail Transfers, RTGS AND NEFT Transfers.
- Working as a Western Union, Speed Remit and Prabhu money Transfer Operator to send remittances across the globe.
- Assist the customers to open NRE and NRO Accounts.
- Handling Complaints and Enquiries.
- Posting daily vouchers and reporting to the branch manager.
- Handling Inter Emirates Transfers and GCC Countries Money Transfers

Branch Service Officer UBL (UNITED BANK LIMITED)

📅 09/2013 – 2021 📍 PAKISTAN

Joined as internee

Promoted as Cash Officer Jan. 2016 to August 2017.

Promoted to Branch Service Officer August 2017 to 2021

Job Responsibilities

- Balancing all money transactions and paperwork.
- Safeguarding the cash draw.
- Following bank procedures when performing transactions
- Processing customer deposits, withdrawals, and payments.
- Opening new customer accounts.
- Prepare cashiers cheque, and personal money orders, issue travelers checks and exchange foreign currencies
- Process foreign transaction and make payment (cash over counter (coc), cash express, western union, express money)
- Transferring cash from one bank account to another.

WORK EXPERIENCE

- Experience in handling a daily volume of over 200 transactions
- Perform daily opening and closing procedures within the banking procedure
- Process transactions throughout the day using remote capture
- Maintained cash availability and accounting of Automated Teller Machine (ATM) on a daily basis

LANGUAGES & COMPUTER

English



Urdu



ERP next and Unicore



MS-Office/Word/Excel



EDUCATION

B.com

University of the Punjab

📅 2013 📍 PAKISTAN

FSC

Federal Board Islamabad

📅 2010 📍 PAKISTAN

STRENGTHS

Working under pressure # Managing # Teamwork # Accuracy
Communication # Managing

CERTIFICATES

United Bank limited

BANKING SOFTWARE (SYMBOL)

📅 2016

Learner Point Training Institute

Accounting Software. (Tally, Peachtree QuickBooks)

📅 2015