

# GULZAR AHMED



## Contact

### Address:

House No 57 Street No 2 Mohalah  
Madni Town Sargodha Pakistan.

### Phone:

+971526931349

### Email:

[Gulzarahmad5600@gmail.com](mailto:Gulzarahmad5600@gmail.com)

## Languages

- English (Read, Write Speak)
- Urdu (Read, Write Speak)
- Punjabi (Read, Write Speak)

## Hobbies

- News Paper
- Internet Browsing
- Playing Cricket

## Summary

I am looking for an environment, where I may apply and utilize my knowledge to best of my abilities for development and growth of my professional career on the bases of my integrative, honesty and hard working. I wish to perform the most frequent contact point for customers. display Courteous, friendly and warm attitude toward customers. To Contribute to the achievement of business growth.

## Computer Skill Highlights

- T-24
- Data Entry
- Internet Browsing
- Symbol
- MS Office
- Oracle

## Experience

### 1. UNITED BANK LIMITED

#### Branch Service Officer (BSO) 26/10/2020 To 14/02/2023

- Accurate execution of all Customer Financial Transactions (LCY & FCY).
- Processing Cheques deposits & payments.
- Effective sorting & balancing of cash in Till.
- Utility Bills Collection.
- Issuance Order (PO), Security Deposit Receipts (SDRs) and Handling National Prize Bonds.
- Process Transfer Cheques.
- Process Miscellaneous Vouchers (Income, Expense, Commission etc.)
- ATM Replenishment, ATM Cash Balancing
- Foreign Remittance Payments
- Managing all Counter activities on the principle of one-window operation
- Maintain Cash Position at the end of Day

### 1) JS BANK LIMITED

#### Universal Teller (UT) 03/09/2018 TO 23/10/2020

- Cash Receipts and Payments (LCY & FCY)
- Utility Bills Collection
- Account To Account Transfer
- Issuance Of Pay Orders and Security Deposit Receipts
- ATM Replenishment, ATM cash Balancing
- Foreign Remittance Payments
- Maintain Cash Position at the end of Day

## Education

- **Bachelor of Commerce: B.Com** From University of The Punjab (2015 To 2017), **1st Division.**
- **Intermediate : I.Com** From BISE Sargodha (2013 TO 2015), **1ST Division.**
- **Matriculation : Matric** from BISE Sargodha (2011 TO 2013) **1st Division.**

## Reference

- Furnished on Demand.