



Muhammad Haseeb Azhar Malik

Branch Service Officer

Bank teller with exceptional customer service and sales skills with a commitment to detail related skills include transacting and recording daily financial transactions, managing daily operations, customer Relations, and management of employees. Able to train new and existing employees on company policies and new regulations.

✉ hm9290152@gmail.com

☎ +971581799136

📍 Dubai, United Arab Emirates

📅 20 November, 1996

WORK EXPERIENCE

Junior Officer

Al Razouki International Exchange Company LLC

04/2022 - Present

Dubai, United Arab Emirates

Achievements/Tasks

- Receive/issue cash transaction instruments like remittance, foreign currency exchange, WPS and value added services transaction payments etc.
- Collect cash against any transaction.
- End of day report.
- Complying AML policy & procedures.

Branch Service Officer

Askari Bank limited

02/2020 - 02/2022

Rawalpindi, Pakistan

Achievements/Tasks

- Efficiently processed withdrawal, Deposit, payment etc.
- Sold accounts and other banking products.
- Balanced cash drawer, Vault and cash machines.
- Rapidly prepared customer and ATM cash and change orders.
- Handled various accounting transactions.
- Prepared, Sorted and Distributed branch reports.
- Customer Services.

Intern

Daraz.Pk

02/2019 - 01/2020

Rawalpindi, Pakistan

Achievements/Tasks

- Providing administrative and logistics support.
- Customer Services.
- Daily reporting.

EDUCATION

BS(honr) Economics and Finance

Numl, Islamabad

01/2015 - 09/2019

Courses

- Economic and Finance.
- Research methodology.
- Budget Making.

SKILLS

Experience in using MS. Office, Oracle Flexcube, People soft, KYC.

Cash handling expertise.

Personable and confident face to face with clients.

Compliance, Banking laws and regulations.

Proven ability to work as a team.

Ability to solve problems independently.

PERSONAL PROJECTS

Budget Making (09/2018 - 01/2019)

- Making current expenditure for Ministry of Finance (National Savings).

ACHIEVEMENTS

Digital General Banking Training (Certificate) (11/2021 - 12/2021)

LANGUAGES

English
Full Professional Proficiency

Urdu.
Native or Bilingual Proficiency

Hindi
Full Professional Proficiency

INTERESTS

When I am not working, I enjoy spending time with my family and abseiling.