

NOORAT-UL-AIN WAHAB DAR

SUMMARY

Knowledgeable bank teller with 1 year and 3 months of banking experience, provided customers with high level of service, privacy and confidentiality, and friendly, welcoming attitude. Handled all transactional services, including bank deposits, monetary withdrawals, financial transfers, and other bank transactions.



EXPERIENCE

Banking Services Officer, 12/2019 - 03/2021

Askari bank limited - Sheikhpura, Pakistan

Reporting To Operation Manager:

1. Daily Activity Report.
2. Cash Balancing Report.
3. ACMS Report.
4. ATM Replenishment Report & Suspense Check ATM.
5. Average Cash Payment and Receipt Report.
6. Approval of Cash & Cheque entries above 1 Million.

Teller/Cashier:

1. Receive cash payments from customers and post it into their account.
 2. Cash payment, Clearing and transfers of Cheques.
 3. Deduction of commission from Utility account.
 4. Collection of credit card bills and same day posting in ACMS.
 4. Collection of Vouchers like School, College, University fee, plot installments, CSD and SCL.
 5. Voucher posting and tally General Ledger Account.
 6. Check Prize bond debit and credit sheets from OBI.
 7. Check hot scan for the walking customers.
 8. ATM Balancing and Replenishment on daily basis.
 9. Check Vault sheet from OBI.
 10. Cash Sorting and binding.
 11. Salary transfer posting.
 12. Maintain an accurate and balanced cash drawer at all times.
 13. Doing CBC for online cheque from the account holder.
 14. Keep the customers information confidential
 15. Tally Vouchers with the final activity sheet
 16. Balancing of Coins at end of the day.
 17. Ensure that receipts are properly matched/allocated on daily basis.
-

CONTACT

Address: Dubai, United Arab Emirates

Phone: 0562351990

Email: mahaarif46@gmail.com

SKILLS

- Good in Communication
- Problem Solving
- Bringing New Ideas
- Writing Skills
- Practical Working
- Computer skills
- Creative skills

EDUCATION AND TRAINING

MBA, Finance, 11/2018

University of Central Punjab

Major subjects are Corporate Finance, Corporate Governance, Portfolio Management, Corporate Financial Strategy, Working Capital Management, International Finance, Business Research Methods.

M.COM, Accounting and Finance, 03/2016

University of Central Punjab - Pakistan

Major subjects are Business Finance, Accounting, International Finance, Financial Management, Management, HR Management, Marketing, Int. Business.

B.COM, IT, 01/2014

Punjab Group of College Sheikhupura

Major subjects are Banking n Finance, Auditing, Computer science and communication.

Intermediate, 01/2012

Punjab Group

Major Subjects are Accounting, business maths and money banking and finance.

SSC, 01/2010

ICOM

Major Subjects are Accounting, business maths and money banking and finance.

Matric, science

Iqra Foundation High School

Matric in science Major Subjects is science.

LANGUAGES

Urdu, English: First Language

ADDITIONAL INFORMATION

- Visa Status: Husband Sponsor Visa

