



Muhammad Zubair

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Down Town Dubai.

CUSTOMER SERVICE

- Teller Services
Retail Banking services

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Jan
2023 -
Till Date

- **Sales Executive**
Derby Marketing LLC Dubai.
 - Generating leads by cold calling and telesales.
 - Develop and maintain relationships with potential customers to achieve sales targets by selling credit cards ,personal loans and opening individual bank accounts.

Jan
2018 -
Feb
2022

- **Accounts Manager**
Global Pak SMC Pvt Ltd
 - Bank reconciliation
 - Petty expenses, cheques and cash management
 - Profit and Loss statement
 - Bank accounts monitoring
 - Filing of Income tax returns

July
2015 -
Dec
2017

- **Teller Services Manager**
Bank Alfalah Ltd Pakistan
 - Cash receipt and Payment from customers
 - Supervision of teller transactions in system
 - Inward and outward remmitances
 - Home remmitances from exchange companies
 - KYC,AML and CDD policy implementation

- FCY cash transactions
- Cash balancing as per system
- Issuance of banker cheques as per bank's policy

March
2007 -
July
2015

- **Teller Services Officer**
Allied Bank Ltd Pakistan
 - Receipt and payment of cash
 - Inward and outward remmitances
 - FCY cash transactions
 - Home remmitances
 - KYC,AML and CDD policy implemtation

EDUCATION

2010

- **MBA(Finance)**
National university of Modern Languages Islamabad

SKILLS

Customer Services, Retail
Banking, Teller services, Cash
management, Sales, Team
building, MS office, Outlook,
Team Leader, Office
Management,

20%



ACHIEVEMENTS & AWARDS

- Successfully completed trainings on KYC,AML,Customer Services and Compliance.

LANGUAGES

- Urdu,Hindi,English

PERSONAL DETAILS

- Marital Status : Married
- Nationality : Pakistan
- Passport : BE5021492