

MUHAMMAD SALMAN



Contact

Address:

Main Deira Near Naif Police
Station Dubai

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Email:

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Languages

Urdu
English

Date Of Birth

01-March-1996

PERSONAL INFORMATION

Nationality: Pakistani
Marital Status: Unmarried
Visa Status : Visit Visa

Summary

Bank Teller, Accounts & Operation Officer well versed in customer care and successful in achieving target goals while maintaining high level of customer satisfaction. Consistently accurate in counts and balances. Outgoing personality with attention to delivering outstanding customer experiences

Skill Highlights

- MS-Office
- Oracle Flex cube PVS ELA
- Complex problem solver
- E-Mail
- Innovative
- Service-focused

Experience

Accounts , Operation Officer & Teller - Oct-2016 To Feb-2023
NRSP Microfinance Bank Limited, Pakistan

- Currency management as per State Bank of Pakistan Rule
- Daily Balancing and sorting of all Cash
- Record all cash transactions in NRSP Bank core banking system promptly, accurately & in compliance with relevant manual Procedure
- Cash Receipt, Cash payment, Bill Receipt
- Follow strictly adherence to KYC & AML Guideline
- ATM Replenishment
- Posting of Expenses Vouchers and Recovery
- Clearing Operation
- Issuance of Credit Instruments & Settlement (Demand Draft, Pay Order & Call deposit Receipt
- Account Opening, Monthly Closing
- Daily and Monthly Bank Reconciliation
- Preparation of Branch Reports (WRTO,LOSS,WATCH,NORMAL)
- Prepare & Review all Operational Vouchers & Branch Record
- Listening to customer requirements and matches their needs
- Explain & Promote Bank Products & Services to Customers
- To Ensure Compliance of all regulations , rules, policies, SOPs of SBP & NRSP Bank.
- To follow Superior ethical practices in dealing with clients and other stakeholders
- Writing and issuing emails to teams and departments

Education

Masters in Commerce (M.Com) 2018
Islamia University Bahawalpur, Pakistan

Bachelor in Commerce (B.Com) 2014
Bahaudin Zakriya University Multan , Pakistan