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Career objective

To bring value to the organization by providing professional services of the highest standard and being strategic partner of top management team.

Professional experience

Organization:	Habib Bank Limited Pakistan 2018 Till Now
Grade:	Assistant Manager II

Designations	Responsibilities
<u>Officer Operations 2023</u>	<ul style="list-style-type: none"> Receiving and processing account opening documents of customer as per bank policy. Resolving Customer queries. improving customer satisfaction. Communication with branches and higher management via emails and phone calls. Providing suggestions and feedback for process improvement of the department.
<u>Manager Teller services 2018-23</u>	<ul style="list-style-type: none"> Processing all foreign remittance transactions of customer in accordance with AML/CFT rules. Receipt and payments of foreign currency at cash counter from customer. Cash Receipts, Payments, Utility bills receipts, Cash Sorting and ATM Replenishment... Custodian of vault keys, ATM keys and security stationery of bank.

Organization	United Bank Limited Pakistan (2012 to 2018)
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Designations	Responsibilities
<u>Operation Manager (Officiating 2018)</u>	<ul style="list-style-type: none"> Supervising all operations functions of branch, implementations of internal control, Ensuring customer satisfaction with best services.
<u>Chief Teller (2015-18)</u>	<ul style="list-style-type: none"> Supervisor of cash transactions, ATM, foreign remittance transactions, and foreign currency.
<u>Supervisor Cash House (2014-2015)</u>	<ul style="list-style-type: none"> Cash receipts and payments of more than 100 branches, dealing with central bank. Dealing with cash sorting companies and cash transit companies.
<u>CSO (2013-2014)</u>	<ul style="list-style-type: none"> All customer services include Account Opening, Handling cheque books, Atm cards, foreign currency.
<u>Cash Officer (2012-13)</u>	<ul style="list-style-type: none"> Cash receipts, payments, Issuance of Pay Orders, collection of utility bills, cash sorting and balancing.

Internship/Trainings

- 6 Week internship at Millat Tractors Pvt Limited in finance department, Training sessions of FATCA & CRS, AML/CFT

Key competencies and skills

- Interacting with colleagues on a professional level, Active team member, self-motivated, problem solver, Able to accurately use modern day technological software and possessing a friendly, approachable, and reliable nature.

Academic Qualifications

Sr.	Certification / Degree	Institution / University	Specialization	Marks/CGPA	Year
1	B.Com (Hons) (4 years graduation)	Punjab University (Hailey College Of Commerce)	Finance	3.71	2006-2010
2	I.Com	Board of Intermediate and Secondary Education Lahore	Commerce	74%	2004-2006
3	Matric	Board of Intermediate and Secondary Education Lahore	Science	62%	2002-2004

Computer skills

Outlook, Symbols (oracle based banking system), MS Office, Spark(Banking system).

References can be furnished on request.