



Personal Information

- Email: azharsaleemmalik@gmail.com
- Cell: +92-3109257503, +92-321-1413388
- Father's Name: Muhammad Saleem
- Date of Birth: 2nd May 1990
- NIC No.: 61101-7738071-1
- Religion: Islam
- Domicile: Punjab
- Nationality: Pakistani
- Marital Status: Married

Skills

Computer Skills

- MS Office (Advanced Level)
- MS Excel
- Microsoft Word
- Microsoft PowerPoint
- Installation of Windows

Accounting Software

- Quickbooks (Online and Desktop)
- Xero
- PeachTree (Sage 50)

Banking Software

- Tenoms T-24
- JSMS (JS Cash Management System) Rosseta
- FlexCube ACMS
- Home Remittance Software:
- Western Union
- RIA - Money Transfer
- Transfast
- Al Ansari Exchange
- Aftab Currency Exchange

Social Media Skills

- Google Ads
- Facebook Ads
- Facebook Page Management
- YouTube Channel Creation and Handling
- YouTube Complete SEO and Monetization Handling
- Google AdSense

Language

- English
- Urdu

Azhar Saleem

Education

2020
MBA (Finance)
The University Of Lahore

2014
BSTN (hons)

Iqra University Islamabad Campus

2009
DAE (Electrical)
PBTE Lahore

2006
SSC (Science)
FBISE

Experience

2021- Till Date

JS BANK LIMITED

Counter Service Manager (CSM)

- Balance suspense accounts (Cash/ATM/Pay Order/Clearing) daily with evidence.
- Open/close customer accounts and TDR with profit payment based on approved rates and policies.
- Check and initial important reports daily for audit review.
- Deduct charges as per the schedule, with exceptions granted after written approvals.
- Safeguard security stationary and balance it with evidence according to bank policies.
- Limit cash area access to authorized personnel only.
- Manage cash in the vault within the limit and transfer excess cash to the main branch.
- Ensure zero penalties imposed by SBP during surprise visits.
- Maintain secure branch records and transfer them to the main archives as per retention policy.
- Ensure service standards and compliance with operational procedures.
- Achieve a minimum rating of "B" in internal audits.
- Timely resolution of objections by internal, external, and SBP auditors.
- Avoid recurring objections in audit reports by internal, external, and SBP inspections.

2019 - 2021

ASKARI BANK LIMITED

Branch Services Officer (BSO)

2016 - 2019

JS BANK LIMITED

Universal Teller (UT)

- Handle cash, payments, and receipts.
- Verify accounts to prevent fraudulent transactions.
- Post and reconcile vouchers, remittances, and clearing transactions.
- Handle utility bills according to SOP.
- Prepare cash management reports as per SBP guidelines.
- Manage ATM operations and reconciliation.
- Approve branch expenses.
- Reconcile ATM and cheque books.
- Check daily vouchers and verify ITJ.
- Assist with other assignments in the operation department as assigned by the Manager Operation.