



ALI NASIR

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CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

SKILLS

- Communication Skills
- Problem-solving abilities
- Interpersonal skills
- Time Management
- Customer service skills
- Management skills
- Decision Making
- MS Office

INTERESTS

- Traveling
- Net Surfing



EDUCATION

- B.COM** 2017
Punjab University
2nd Division
- I.C.S** 2014
BISE GRW
2nd Division
- MATRIC (SCIENCE)** 2012
BISE GRW
1st Division



WORK EXPERIENCE

- ALBARAKA BANK LIMITED GHAKHAR** 07-03-2022 - FEB 2023
B.S.O. (Branch Service Officer)
 - Efficient handling of payments / receipt / sorting of local and foreign currency (cash)
 - Entry of opening cash balance, posting of all receipts and payments.
 - Handling of utility bills according to the Standard Operating Procedure.
 - Preparing cash management report as per State Bank of Pakistan guidelines.
- SONERI BANK GHAKHAR MANDI** 3 YEARS
Customer Service Officer(CSO)
 - Handle Cash related transactions which include Cash receipts, Payments, Exchange of Denominations, Credit Card Payments, Fee Payments, Cash Advances, Cash Sorting and Utility Bills Receipts as per Bank's policies and procedures
 - Handle Account Transfers, GL FTs, issue bankers cheque and related transactions as per Bank's policies and procedures
- JS BANK WAZIRABAD** 6 MONTHS
B.Cot
 - Help customers open and manage their bank accounts and finances
 - Advise clients on financial services and resolve issues
 - Reach out to prospective customers to sell our services



CERTIFICATIONS

- Time, Risk & Stress Management Seminar
- Computer Short Courses



HONORS & AWARDS

- Employee of the Month
- Excellence Award



LANGUAGES

- English
- Urdu
- Punjabi



REFERENCES

References Available Upon Request