



Sohail Ahmed

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Visa Status : Visit Visa

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OBJECTIVE

Seeking for a career-promising job where personal abilities can be utilized and proved. The position I am in search of should require a result-oriented individual; which will utilize the skills and knowledge I have gained during my work experience. I am able to work on my own initiatives, and also enjoy working as a part of an efficient team in a friendly environment; where people believe in a common vision, teamwork, and have respect for each other.

EMPLOYMENT SYNOPSIS:

Bank Al Habib Limited February 26, 2017 To July 26, 2023.

Worked as **General Banking Officer** at Bank Al Habib Limited Jadda Jhelum.

Worked as **CD In charge** in Bank Al Habib Limited Dina branch.

Worked as **Chief Cashier for 5 Years and 5 months** earlier in Bank Al Habib.

JOB SUMMARY

The position of In-charge General Banking exists to ensure the smooth functioning of the General Banking Departments with maximum customer satisfaction.

The position is of supervisory nature and ensures all the activities performed according to the rules and regulations laid down in the Operations Manual of BAH and guidelines provided by the State Bank of Pakistan.

MAIN DUTIES & RESPONSIBILITIES

Supervise the Remittances Department ensuring the transactions are correct and all the activities are performed according to the rules and regulations.

Supervises the ATM functions of the branch.

Review of daily reports related to general banking and taking action accordingly.

Supervising transactions exceeding limit.

Co-ordinates with internal and external auditors for smooth conduct of Audits, settling and responding to queries/ objections and implementation of corrective measures and recommendations.

Issuance of statements of accounts on customer request.

Ensures that the signature verification system is complete and up dated.

Ensures the Transfer of funds from one account to the other in the same branch as per bank's standard procedure.

Ensures that signature of the Account Holder is verified from S.S card/ Image scanned in the system.

Cross checking of batch of cash department.

Making sure that all transactions were in accords to AML/CLT Act of Govt /Law and in accordance to UN and FATAF.

Reporting of Currency related to cash transaction.

Faysal Bank Limited, Blue Area Branch, Islamabad

BSO June 26, 2013 to February 26, 2017.

Receipts, Payments of Cash from Customers. (Bills, Remittances, Deposits, Clearing, Internal transfers, Online Transfers)

Cash feeding & balancing of ATM machine

Balancing of Vault.

Dealing with SBP

Issuance of P.O

Responsible for Western Union payments

Preparation of Monthly reports for Head Office.

Improve service standards of the branch to achieve low incidence of complaints related to service issues from customers.

Daily Drop Box Reporting

Daily ATM Capture Card Reporting.

United Bank limited

Jul, 2011 to Jun 2013

Universal Teller

Cash payment and receipts from customers.

Handling of online payments and receiving.

Issuance of Cashier Cheques.

Remittances

Cash over the Counter

Receiving of utility bills.

ATM daily service and report generation.

Sale And purchase of National Prize Bond.

Education:

M.A	(2 nd division)	University of the Punjab
B.A	(1 st division)	University of the Punjab
HSSC	(2 nd division)	Rawalpindi Board
SSC	(1 st division)	Rawalpindi Board

PROFESSIONAL COURSES:

Teller development program	Faysal Bank Limited
Computer Based Test	Bank Al Habib Ltd
LMS (Computer Based)	Bank Al Habib Ltd

Computer Skills:

Tools:	Microsoft office, Internet Explorer
Symbols	United Bank Limited Pakistan & Faysal Bank Limited Banking Software
UNI Bank	UBL Software
Al-Habib Banking System	Bank Al Habib Software