

Sohail Ahmed



Personal details



Sohail Ahmed



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International City China Cluster
Dubai



April 23, 1985



Male



Pakistani

Skills

Tools ●●●●●

Symbols ●●●●●

UNI Bank ●●●●●

Al-Habib Banking System ●●●●●

Education

MA

University of the Punjab

BA

University of the Punjab

HSSC

Rawalpindi Board

SSC

Rawalpindi Board

Employment

General Banking Officer

Feb 2017 - Jul 2023

Bank Al Habib, Jhelum

Main Duties and Responsibilities:

- Supervise the Remittances Department ensuring the transactions are correct and all the activities are performed according to the rules and regulations.
- Supervise the ATM functions of the branch.
- Review of daily reports related to general banking and taking action accordingly.
- Supervise transactions exceeding limit.
- Co-ordinate 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.
- Ensure that the signature verification system is complete and up dated.
- Ensure the Transfer of funds from one account to the other in the same branch as per bank's standard procedure.
- Ensure that signature of the Account Holder is verified from S.S card/ Image scanned in the system.
- Cross checking of batch of cash department.
- Reporting of Currency related to cash transaction.

BSO

Jun 2013 - Feb 2017

Faysal Bank Limited, Islamabad

Main Duties and Responsibilities:

- 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.

Universal Telle

Jul 2011 - Jun 2013

United Bank Limited, Islamabad

Duties and Responsibilities:

- 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.

Custom section

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.

Courses

Teller Development Program

Faysal Bank Limited

Computer Based Test

Bank Al-Habib Limited

LMS (computer based)

Bank Al-Habib Limited