



Muhammad Arslan Javed

CONTACT

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PERSONAL DETAILS

Date of Birth : 12/06/1995
Marital Status : Single
Nationality : Pakistan
Gender : Male

SKILLS

Cash Management

100%

Accounting

80%

Call representative

80%

Book keeping

80%

Microsoft Excel & Word

80%

Good Communication Skills

80%

OBJECTIVE

Dedicated and experienced accounting professional with proven success managing finances for a reputed organizations. Seeking an opportunity to use my decade of experience to serve your organization.

EXPERIENCE

Teller/Cash Officer

May 2022 -

The Bank of Punjab

October 2023

- Handled day-to-day accounting processes to drive financial accuracy.
- Provided customer services to customers like bank deposits, cheques, remittances, fee & bill collections, money exchange, lockers and other financial services.
- Arranged currency notes in a sorted way with the same denomination.
- Maintained financial documents on daily basis.
- ATM replanishing and operating.
- Supervised the cash counter.
- Daily cash closing with accuracy.
- Provided good guidance to customers for customer satisfaction.

Dispatch Manager

July 2021 -

Cabot Limo Call Center

August 2022

- Worked as Dispatch Manager in American based chauffeur taxi company.
- Managed our office operations and provide assistance to employees.
- Provided services to our chauffeurs and riding customers.
- Multitasking like mapping, car tracking, airline departure and arrival etc.
- Provided best possible guidness to our drivers regarding their ride diration and client pickup.
- Customer Services.

Internee

January 2022 -

The Bank of Punjab

February 2022

Problem Solving



People Management



Driving



LANGUAGES

English, Urdu, Hindi, Punjabi

- Gained experience related to banking sector.
- Gained information regarding account opening process.
- Called customers regarding their account queris.
- Professional banking tactics.

EDUCATION

Master in Commerce (M.Com)	2023
Virtual University of Pakistan	
Bachelor of Commerce (B.Com)	2019
University of Sargodha	

CERTIFICATION

IELTS English:

Overall score: 5.5 (2015)

Graphic Designing:

Duration: 6 months

Grade: A

National Financial Literacy Program:

Grade: A

DECLARATION

All the information given above are correct to the best of my knowledge and belief.