



MUHAMMAD ARSLAN

Banking Operations Experience

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D.O.B: 19-02-1988

Nationality: Pakistani

Gender: Male

Martial Status: Married

Address: Block A near Al bustan hotel
Qasmia Sharjah

Visa status: Visit Visa expired 24 november 2023

EDUCATION

Master (Mass Communication)

University of Sargodha
2010-2012

Graduation

University of Sargodha
2008-2010

SKILLS

- MS Office
- Computer Knowledge
- Working on Mysis, IMAL, HPLUS

LANGUAGES

- ENGLISH
- URDU

ABOUT ME

Self-motivated, able to work independently and as a team member. Able to meet operational headlines. Adapt well to new concepts and responsibilities. Establish solid working relationships with professional staff at all levels in team effort to meet company standards of quality & accuracy. Manage multiple tasks by setting priorities according to need, urgency and special request.

WORK EXPERIENCE

Summit Bank PVT LTD. 2017 to 2023

Universal Teller (Accountant ,Cashier)

- Cash Handling
- Receipt Payments
- Issuance of Payment order / demand draw and CDR
- Remittance / Western Union, Express Money, Al Ansari / Amanat Cash
- Account Opening
- Inward and outward clearing
- Fund Transfer
- Monthly Review of Dormants Accounts

BankIslami PVT LTD. 2015 to 2017

Customer Services Officer (CSO)

- Cash Handling
- Receipt Payments
- Issuance of Payment order / demand draw and CDR
- Remittance / Money Garam, Ria Money, Express Money, Malik Exchange
- Account Opening
- Inward and outward clearing
- Fund Transfer
- Monthly Review of Dormants Accounts
- Monthly FC Reporting

KASB Bank LTD (Merge into BankIslami PVT LTD) 2013 to 2015

Customer Services Officer (CSO) and NSP

- Cash Handling
- Receipt Payments
- Issuance of Payment order / demand draw and CDR
- Remittance / Money Garam, Ria Money, Express Money
- Account Opening
- Inward and outward clearing
- Fund Transfer

REFERENCES

WILL BE FURNISHED ON REQUEST