

INFORMATION

D.O.B : 18 Apr1992
PK ID : 35202-35137023
Passport No: BG1177023
Visa Type: Vist
Visa Expiry : 25 Dec 2023

CONTACT

+92-300-5583834
+971 52 1738215
Mrhaseeb1144@gmail.com
UAE Dubai street 19 villa
28 Al Garhudh
PO Box 50005

EDUCATION

BSCS (Hons)
University of Sargodha , 2016
ICS
BISE Lahore, 2012

MATRIC
BISE Lahore, 2009

SKILLS & Tolls

Banking Operations
T-24 Banking, JSMS
JS Connect JS Services Portal
OTC 1 LINK (FBR)
Rosseta,Nadra BIO
CBS (Symbol Banking),TBD
Microsoft Office, CRM

AWARDS & DISTINCTIONS

- (1) Certificate of Appreciation
(cranium Expo at UOS)
- (2) Certificate of Appreciation from
JS Bank (Services During COVID-19)

BANKING PROFICIENCIES

**LCY/FCY Cash, Inward/Outward
Clearing, Collection
Remittance ,RTGS, ATM Balancing
Utility Bill ,Locker (PO & DD,
issuance & encashment) Deceased
Case, Account Certificate, CTR
&STR,AML-CFT**

Haseeb Ahmad

PROFESSIONAL PROFILE



PROFESSIONAL PROFILE

Customer-focused and performance-driven banking professional equipped with broad knowledge of accounting, financial and banking work flow procedures. Well versed in banking procedures, accounting principles and bank operating guidelines. In-depth knowledge of cash handling, account management and transaction procedures. Possess excellent customer service, customer management and communication skills. Knowledge of basic computer applications and accounting software. Ability to handle multiple tasks, and meet strict deadlines. Skilled in handling administrative and clerical tasks.

EXPERIENCE TIMELINE

- **JS Bank** | 4 Chanab Block allama Iqbal Town Lahore,PK
Counter Service Manager (Mg-4)
May 2022 – Oct 2023



- **MCB (Upper Mall Branch Lahore)** | Lahore, PK
TSO (OG III)
Oct 2020 – May 2022



- **JS Bank** | Main Branch Upper Mall Lahore ,PK
- **Universal Teller (Mg-2)**
July 2017 – Oct 2020
- **AZHAR IQBAL & Company** | Head Office 55 Circular Road Lahore PK
(Sale man Incharge)
Dec 2015 – May 2017



EXPERIENCE HIGHLIGHTS

- Daily supervision and checking of all cash counter transactions to ensure conformity with Banks
- Operational Policies and Procedures and supervision of Branch Operations as per SOPs.
- To maintain harmony, team work within Cash Counter Staff to have excellent working environment.
- Audit requirements for internal external and SBP Audit and also compliance to SBP rules and regulations.
- Ensure procedure and local statutory requirements e.g. money laundering guidelines to prevent possible losses, frauds and forgeries
- Effectively manager branch's cash/currency position/requirements
- Commercial Remittances/PRI
- Custodianship of Cash & Gold Vault,ATM ,Locker/ Capture Card/ Cheque books.
- Digital onboarding to the customer about Financial Transactions.
- Developing the client relationships, business and understanding their complex banking & investment needs.
- Responsible for building business credibility, integrity & public confidence for Bank in general & for the branch in particular
- Basic knowledge Of account opening
- Repotting BRF,