






# TAYYAB ALI

Cashier, Relationship Manager/PBO  
Assistant Accountant

## My Contact

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## Experience

**Meezan Bank Limited**  
**Relationship Manager/PBO**  
**2022-2023**

- The primary responsibility of this high-profile position is to achieve assigned branch banking targets by generating deposit and cross-selling of other consumer banking products.
- Achieve assigned Cross-sales target of all consumer banking products (House Finance, Auto Loans (CAR IJARAH), Amim Investment, Meezan Kafalah etc.)
- Achieve assigned Deposit targets on monthly basis through New to bank customers to manage & grow deposit portfolio assigned by the branch management.
- Maintain high service quality standards while interacting with the customers for business retention.

**Branch Service Officer (BSO)**  
**2020-2022**

**As a Cash Officer, I performed following duties:**

➤ **Processing Remittance Payments:**

As a cashier processing remittance payments is a crucial thing. My responsibilities involve ensuring accuracy, compliance, and providing excellent customer service. Here are key responsibilities associated with processing remittance payments:

- Customer Service
- Information provided by Customer
- Currency Exchange
- Documentation and Record Keeping
- Fees and Charges

➤ **Key Custodian of Vault:**

As a key custodian of a bank vault, my responsibilities involve the control of physical keys or access credentials to the vault. Here are some key points;

- Key Management
- Documentation
- Access Control
- Confidentiality

➤ **ATM Replenishment:**

Replenishing an ATM as a cashier involves several important responsibilities to ensure the smooth functioning of the of the ATM.

- Security Measures
- Verification of Cash and Refill Schedule
- Documentation
- ATM Maintenance

## About Me

An enthusiastic, hardworking and a qualified individual, who enjoys a busy workload and demonstrates maturity under pressure. A quick learner, have a tremendous aptitude for learning new things and adjusting effectively to new work environments.

## Bio

**Date of Birth :** 20-02-1997  
**Nationality :** Pakistani  
**Marital Status :** Single  
**Passport No :** MK1836181  
**Visa Status :** Visit Visa  
**Issue Date :** 09-NOV-2023  
**Expiry Issue :** 05-JAN-2024

## Education

**University of the Punjab Lahore.**

- M.Sc. Development Studies,  
Institute of Social & Cultural (ISCS)  
2018-2020

Thesis: The Relationship between Self-Esteem and the Problematic use of Facebook. A study of university students.

**University of the Punjab Lahore.**

- Bachelors in Arts(B.A)  
September 2018  
Govt. College Gulberg (GCG)  
Lahore.  
➤ Intermediate, F.Sc (Pre-Engineering)  
September 2015

## Certificates

- **Computer Certificate**

Pakistan Society for the  
Rehabilitation of the Disabled  
(PSRD) Lahore, Pakistan  
November 2012- February 2013

- **Computer Application & office Professional**

Punjab Vocational Training Council  
(GOP)  
January 2016- August 2016

➤ **Internal Audit:**

While a bank cashier typically does not conduct internal audits, but may play a role in supporting internal audit processes. However, a cashier may have responsibilities related to facilitating and cooperating with internal audit activities.

I have helped in two (2) internal audits in banking sector in last 3 years from 2020 to 2023 in which our branch was in Gold category.

I was Chief Cashier and was managing the whole cash department with zero observation in Audits.

➤ **Managing Petty cash Vouchers:**

1. **Issuing Petty Cash:**

- Disburse petty cash for authorized expenses, ensuring that the amount issued aligns with the purpose of the expense.
- Obtain receipts or other supporting documentation for all expenditures.

2. **Expense Approval:**

- Ensure that all petty cash expenditures are approved by the designated personnel or department before issuing funds.
- Verify that expenses adhere to company policies and guidelines.

➤ **Processing Customer Deposits, Withdrawals, and Payments.**

➤ **Accepting Utility Bills.**

## Internships

➤ **Punjab Transport Department.**

Development sector, Legislation Sector, Vehicle Inspection and Certification System (VICS) by TPU.  
July 2019 - September 2019

➤ **DME Service Institute of Medical Sciences (SIMS) Lahore, Pakistan Office Work.**

IT Software Department, Services Hospital  
July 2016 - September 2016

## Projects

**Mitigation of Child Labor:**

This Project was done in 2nd semester under the supervision of our HRD Professor at a brick kiln in Sheikhpura, Pakistan. Where we got children admitted to school and provide free books and electricity to the school. Also increase the wages of parents of children working in brick kilns.

## Skills

- |                        |              |                                |
|------------------------|--------------|--------------------------------|
| ✓ Oracle-T24           | ✓ SQL-CMS    | ✓ Unisoft                      |
| ✓ HRM/TSRM             | ✓ MS Office  | ✓ Sales Force Management (SFM) |
| ✓ Communication Skills | ✓ Data Entry | ✓ Teamwork                     |

## Languages

- o English o Urdu o Hindi