



MUHAMMAD SHAFIQ

Cash Officer

My Contact

✉ M.shafiq99184@gmail.com



971558809926



Hor Al Anz Dubai UAE

Passport Number: CK5185523

Hard Skill

- Cash handling
- Maintaining Transaction
- Financial Accounting
- Cash Sorting

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- Matric
BISE Lahore, Pakistan

Completed in 2003
- FSC
BISE Lahore, Pakistan

Completed in 2007
- BCOM
University of agriculture Faisalabad,
Pakistan

Completed in 2009

About Me

Presenting 12 Years diversified experience in Exchange house, Banking and Insurance, having experience of producing all type of detail in Finance, banking specially related to Corporate business (Telegraphic transactions and WPS) Banking Sales & Insurance, Client Relationship etc.

Studied and solved the problem faced in the field. Coordination with Clients regarding their corporate business,

Banking & Insurance Related Queries.

Proficient in the use of MS Excel, MS Word, MS PowerPoint, Outlook Excellent communication skills, both verbal and written.

Experience in leading a team of 5 to 10 Sales Agents.

Professional Experience

A A Exchange | Faisalabad | Pakistan *April 2021 – September 2023*

Key responsibilities:

- Counter Staff and cash handling.
- Building and maintaining relationships with clients and key personnel within customer companies.

Managing Transaction with Customer using cash.

Al Ghurair Exchange | Dubai, UAE, Sales Executive *Nov 2019 - March 2021*

Al Ghurair exchange is one of the Largest Exchange in UAE.As a Business development

Executive my duties are Building and maintaining relationships with clients and key personnel within customer

companies. Conducting corporate business reviews to ensure clients are satisfied with their products and services. Conveying the corporate business (Telegraphic Transactions and WPS).

Muslim Commercial Bank LTD | Pakistan | Relationship Manager | December 2017 – September 2019

- Working in MCB as a Relationship Manger
- Analyzed financial data
- Build relation and personal reference.

Deposit mobilization, Bank Assurance, Auto Loan and Cross Selling Targets assigned by Management

Jubilee Insurance | PAKISTAN Bancassurance Sales Officer Oct 2012 – Nov 2017

Jubilee Insurance is one of the Leading insurance company in Pakistan. As a Bancassurance Sales Officer my duties are setting up meetings with new clients. Researching the latest products and regulations Building personal reference and sale life insurance policies in HBL through JUBILEE LIFE INSURANCE from previous 4years and recovered the premium of previous years alerting the sales team to opportunities for further sales within key clients