

# Nouman Javaid Khan

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Near Abu Baker Al Siddique Metro Station, DUBAI U.A.E

**Universal Servicing Officer** equipped with extensive experiences of Cash dealings, Cheque, Remittances and other financial transactions with excellent team work according to an organizations guidelines. Employs excellent leadership, communications and computer skills with multi-tasking strengths. Demonstrated ability to meet and greet customers under work pressure.



## Experience

**JUNE-2021 to Present**

### Universal Services Officer

#### MCB BANK LIMITED, PAKISTAN

- Motivate and coach customers and provide financial services as per established AML & CFT standards.
- Cash Sorting and managing inflow and outflow of cash with real time entries without any delay to improve services.
- Inward and outward remittances, keep records, ITRS reports, and cash over counter limits.
- Maintain detailed logs and reports of services performed, profit, and budget information.
- Communicate rules and regulations regarding transactions in a professional manner.
- Continuously achieve minimum serve time to reduce TAT.

### Cash Management Officer

**2016 - 2020**

#### The Bank of Punjab, PAKISTAN

- Answered customer questions and resolved financial issues in a timely manner.
- Diagnosed customer issues by asking probing questions and give financial advices with secrecy.
- Manage Receipts and payments with state bank of Pakistan and other branches through Treasury.
- Financial statements, reports and financial planning.
- Provide guidance about AML & CFT according to their need.

### Assistant Accountant

**2009 – 2011**

#### National Logistics Corporation, PAKISTAN

- Maintain financial records, company ledgers, and daily financial transactions.
- Manage payroll activities, salaries, bills of external contractors and service providers.
- Identify the discrepancies in ledgers and rectify them accordingly.

## Personal Details

- ❖ Nationality  
**PAKISTANI**
- ❖ Date Of Birth  
**12 – 06 – 1989**
- ❖ CNIC NO  
**37301-2971513-7**
- ❖ Passport No  
**AH4135132**

## Highlights

- Results-oriented
- Revenue generation
- Business development
- Punctuality, Commitment
- Accountability
- Ability to motivate staff
- Resistance to stress

## Education

- ❖ **Master's in Business Administration**  
COMSATS INSTITUTE ISLAMABAD  
2011 – 2015
- **Bachelors in Commerce**  
University of the Punjab, Lahore  
2007 – 2009

## Hobbies

- Creative Writing.
- Travelling
- Stamp Collecting
- Book Reading
- Explore Dubai