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Muhaisnah 1, Dubai,
United Arab Emirates

LINKS

Linkedin:

<https://www.linkedin.com/in/salmandar-57a5a5237>

SKILLS

Microsoft Excel, Word,
Outlook, Computer Basic
Operations.

Banking applications include,
Misys, Cashier System, T24 and
Flexcube Oracle.

Other KEY Skills include
Energetic, Self-Confident,
Decision Making, Professional
Speaking, Negotiations,
Leadership, and Critical
Thinking.

LANGUAGES

English

Urdu

Punjabi

SALMAN DAR

SR. OFFICER BRANCH OPERATIONS

ABOUT ME

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

WORK EXPERIENCE

Sr. Officer Branch Operations

Askari Bank Limited / Oct 2022 – Jan 2024

Corporate title OG-I

Working responsibilities include:

- Handle transactions for customers, including check cashing, deposits, withdrawals, transfers, loan payments, cashier's checks, and opening and closing of accounts.
- Selling bank products to customers i.e. credit cards, personal loan & auto finance.
- To carry out all formalities related to account opening, in line with Bank Regulations.
- Provide a high level of customer service, offering answers and assistance with a smile.
- Track, record, report, and store transactional information and special requests.
- Other operational works.

Counter Services Officer/Manager

Soneri Bank Limited / May 2019 - Oct 2022

Corporate title OG- III

Working responsibilities include:

- Posting of cash transactions and Remittances, Fund Transfers etc.
- Responsible for reconciliation of Inter Branch/Cross Branch Transactions.
- To carry out all formalities related to account opening, in line with Bank Regulations.
- Interacting and servicing existing customers and performs Account Opening for new customers.
- Management of Cheque Book Operations and reconciliation as per bank's standards.
- To ensure proper handling and stock balancing of Security Stationery.
- Track, record, report, and store transactional information and special requests.
- Other operational works.

Cash / Operations Officer

HBL Limited / Jun 2015 - May 2019

Corporate title Officer - I

Working responsibilities include:

- Managing Cash Operations and Remittances.
- Management of Cheque Book Operations and reconciliation as per bank's standards.
- Interacting and servicing existing customers and performs Account Opening for new customers.
- Manage and process Outward Clearing and reconciliation of Inward Clearing.
- Responsible for ATM Cash replenishment and other operational works.
- Backup for Locker management.

PERSONAL DETAILS

Date of birth
22/06/1990

Nationality
Pakistani

Visa status
Visit Visa

Marital status
Married

HOBBIES

Reading, Movies, Travelling.

REFERENCE

References available upon
request

Accountant
Illustrious Enterprises / Oct 2011 - Mar 2015

- Monitoring and management of General Ledger.
- Posting of debit/credit entries on different heads.
- Posting of Staff Salaries
- Record keeping of personnel files and other office folders.

EDUCATION

Bachelor of Commerce
University of the Punjab / 2011

Intermediate of Commerce
B.I.S.E. Gujranwala / 2008

Matriculation
B.I.S.E. Gujranwala / 2006