



# MUHAMMAD ABDULLAH

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## Skills

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- **Financial Services:** Proficient in managing the remittances of inward and outward channels.□
- **Branch Banking:** Extensive experience in overseeing branch operations and ensuring excellent customer service.□
- **Sales Support:** Proven ability to support sales teams in achieving and exceeding targets.□
- **Fcy Dealer:** Good Fcy dealing skills of buying and selling of foreign currencies.□
- **Regulatory Compliance:** Knowledgeable about financial industry regulations and committed to ensuring compliance.□
- **Team Collaboration:** Effective collaboration with cross-functional teams to achieve organizational objectives.

## Experience

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### Teller Services Officer

Mcb Islamic Bank Pakistan

**08/2022 – 02/2024**

- Designated as Teller Services Officer(OG-III), working in operations cash counter balancing, remittances, billing etc.□
- Demonstrated proficiency in managing branch banking activities to ensure seamless customer service and efficient workflow.□
- To maintain customer's account (cheques, deposit slips etc.) and issuing Debit Cards to customers.□
- To perform ATM replenishment daily in bank for customers.

### Customer Services Officer

Bank Islami Pakistan Ltd

**02/2022 – 08/2022**

- Good knowledge of IMAL software and perform transactions on One touch system of Bank islami.
- To maintain the record of customers for state bank.
- To perform the transactions of money transfers

### Teller/Cashier

Ravi Exchange Company Pakistan

**07/2019 – 02/2022**

- Monitoring inward and outward transactions of western union and Ria channel etc.
- To exchanging of foreign currencies with customers buying and selling of fcy etc.
- Receive utility bills and trained of Financial management system software.
- To provide marketing and promotional material to prospective clients.

### Junior Relationship Officer(JRO)

Link International Exchange

**04/2018 – 11/2018**

- To perform Western union and other companies transactions and buying selling of foreign currencies □

## Education

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### Bachelor

of commerce (Bcom IT) Global Institute Lahore, Pakistan

**2015 – 2017**

**Intermediate ( General Science )**

**Bise Gujranwala**

**2013- 2015**

**Matric (Science)**

**BISE Gujranwala**

**2011 - 2013**

**Personal Information**

▪	<b>Name:</b>	Muhammad Abdullah
▪	<b>Father's Name:</b>	Muhammad Sajjad
▪	<b>Date of Birth:</b>	17 March, 1996
▪	<b>Nationality:</b>	Pakistani
▪	<b>Visa Status:</b>	Visit/tourist till 13 May, 2024

**Linkedin:**

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