

ARSHAD JAHANGIR



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📍 Transguard Accomodation 16 Sona
Pur Dubai

SKILLS

Bank Teller

Branch operations

Accounting

Communication and Interpersonal

MS office

QuickBooks

Oracle

PERSONAL DETAILS

Date of Birth : 26/10/1992

Marital Status : Married

Nationality : Pakistani

Passport : BM8100272

Gender : Male

LANGUAGES

English

Urdu

OBJECTIVE

My objective is to work in an organization that offers a creative, dynamic and challenging working environment & to supplement existing knowledge and refine learned techniques by obtaining a position in a highly reputable institution.

EXPERIENCE

Hotel Conceirge 25-11-2023 - Till Date

Transguard Group LLC UAE

Joined Transguard Group LLC on 25th Nov 2023 as Hotel Conceirge.

Cash Officer/ Branch Manager 23-09-2016 - 09-11-2023

National Bank of Pakistan

Cash Officer (From September 2016 to December 2018)

Ensuring Real Time Posting in bank software in compliance with the bank policies and regulations.

Cash Receipts / Payments

Government Treasury Receipts / Government Pension Payment

Utility Bills Collection / Remittances Payment / ATM Cash feeding

Branch Manager (From December 2018 to August 2020)

Branch business development and Account Opening

Oversee branch operations, DTRs checking customer service, and financial transaction

Ensure compliance with laws and rules and regulations of Bank

Teller / General Banking Officer 21-12-2014 - 19-09-2016

MCB Bank LTD Pakistan

Teller General Banking Officer (From December 2014 to November 2016)

Ensuring Real Time Posting in bank software in compliance with the bank policies and regulations.

Cash Receipts / Payments / Utility Bills

ATM Cash feeding and replenishment

Account Opening Process

Remittances (Clearing and Transfer cheque posting)

EDUCATION

M.S Management Science (Finance) 2017-2019

City University of Science and Technology Peshawar

3.2 CGPA