

SHAHBAZ HUSSAIN

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Cell No. **0301-2417244**

Father Name: Bashir Ahmad

Status: Married

Address: Gunj Hussain Abad Near Madni Mosque T & District Narowal

PERSONAL SUMMARY

- An ambitious, enthusiastic and talented individual with keen eye for detail and a flair for Financial Sector with 7+ Years Banking Experience. Have excellent analytical, problem solving, decision making, organizational, coordination & relationship building skills. I am capable of working within a fast paced & challenged environment, and can make a real commercial impact as well as improve an employer's business performance.

STRENGTHS

- Team Building and Motivation
- Problem Solving & Decision Making
- Dedicated – Honest – Self Motivated
- Disciplined, energetic and results orientated
- Ability to work under pressure
- Cross selling & Coordination

PROFESSIONAL EXPERIENCE

Universal Teller(OS-II)

BANK MAKARMAH LTD (formally Summit Bank) NAROWL.

July-2023 To CONTINUE.

- Handling of Teller Services Counters which includes Cash, Clearing, Collections & Remittances both Local & Foreign Currency.
- Ensure that all services are provided within the established Turnaround Time.
- Ensure that instructions contained in Exchange Control Manual are adhered to at all times.
- Ensure strict compliance to SBP prudential regulations.
- Co-ordinate with Manager Teller Services to achieve quality and productivity standards.
- Maintain records for the department to furnish accurate MIS reports.
- Maintain strict vigil in order to track suspicious transactions through Cash, Clearing Remittance & Collection instruments.
- Ensure that notes are sorted and documented in accordance with SBP directives.
- To inculcate positive attitude and 'Customer comes first' approach in all endeavors related to both Internal & External customers.
- Transfer Pay Orders, Demand Drafts & other instruments to unclaimed accounts as per policy.
- Inform Manager Teller Services for income & expense variations of the Branch.
- Any other work assigned from time to time.

Teller/Cash Officer(OG-III)

U-MicroFinance Bank Ltd Narowal Branch

05-April-2023 to 27-07-2023

- Handles the Cash Management System within the branch to take payments from customer and to make payments to the customers.
- Cancellation of Cheque and others instruments after proper Scrunity.
- Reconcile all cash transaction the end of day.
- Maintain and balance petty cash vouchers on daily and monthly basis.
- Outward Clearing instruments and inward clearing instrument

Account officer

PRSP-Microfinance Pvt Ltd Shakargarh & Narowal Branch

12-SEP-2012 to 19-APRIL-2021

- Prepare all Types of Vouchers
- Cash Received, Cash Payment, Bank Received, Bank Payment and Journal Vouchers
- Reconciliation of data posted in MIS (Management Information System) or the recovery ledgers
- Maintaining daily cash in hand in Safe and recovery receipts.
- Preparing daily cash closing statement.
- Record of operational expenses in office Level

- Preparing of cash closing statement of operational expenses on daily basis
- Enter the Loan Application, Verification of Loanee Detail,
- Enter the Loan Application Approval
- Dealing All customer whose visit in Office
- Preparing Fortnightly and Monthly vehicles progress reports And Maintain the VRM Expanses

EDUCATION

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| ▪ Bachelor of Commerce, University of Punjab, | 2010 |
| ▪ D.com Punjab Board of Technical Education | 2008 |
| ▪ Matric Board of Intermediate & Secondary Education, Gujranwala | 2006 |

LANGUAGES

- Urdu – speaks, read, and write with good competence
- English – speaks, read, and write with good competence
- Punjabi native language.

COMPUTER LITERACY

- Have excellent command in operating windows and proficient enough in using Ms-Word, Ms-Excel, Ms-Outlook, Ms-Access etc. Also having good command on networking and Internet surfing.

PROFESSIONAL TRAINING

- Training on Finance and Credit in HRD Office Sialkot.
- Training on Welfare Fund in HRD Office Sialkot
- Training on Income/sale tax and financial information System in HRD

REFERENCES

- Will be furnished when required.