



# AFZAL FAROOQ

+971 56 492 0995

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## PROFESSIONAL OBJECTIVE

Seeking a career in the financial sector, which provides opportunities for rapid career growth and self development in a challenging and dynamic working environment to commensurate my educational and professional skills

## EDUCATION

### BACHELOR OF COMMERCE

- University of Karachi, Pakistan

### INTERMEDIATE

- Government National College, Karachi, Pakistan

## EMPLOYMENT HISTORY

July 2007 to December 2021

**EMIRATES NBD**

**AS TELLER / BRANCH RELIEF HEAD TELLER**

### Responsibilities:

- Providing related customer service (internal/external) in accordance with the laid down services guidelines
- Accounts to account transfers.
- Issuing Managers cheques.
- Handling ICCS process and ensure that clearing activities are performed as ICCS processing line with central bank guidelines
- Deposits & withdrawals
- Foreign Currency Exchange
- Responsible of new notes for EIDs, taking care of customers needs for the occasions
- Performing head teller duties in absence of head teller .
- Giving approvals of cash wd/chq transfers.
- Taking care of branch excess cash & tellers
- Taking approvals for refer all debits a/c FM RM
- Checking tellers vouchers done by correctly.
- Checking tellers physical cash as per reports
- Arranging cash for vault as per branch limit

DECEMBER 2004 TO JUNE 2007

**BANK OF SHARJAH**

**AS CHIEF CASHIER**

### Responsibilities:

- Handling Bulk Cash
- Arranging Cash for ATM
- Arranging Cash for Central Bank
- Payments to Customers on Cash Counter
- Responsible for Cash Reserves
- Paying bulk salary payments e.g. SEWA
- Overall responsibility for cash in vault
- Preparing End Of Day Reports
- Vault key holder

## EXPERTISE

Over a decade of exposure in the financial sector and front office cash handling departments, I have the ability to be flexible and adaptable to the constantly changing working environment of modern day.

## AREA OF INTEREST

Reading Books,  
Net Surfing and Music

## LANGUAGES

Urdu, English

## TRAITS

- Ability to recognize counterfeit currencies
- Good communicational skills
- Time Management skills
- Good relationship & friendly with customers
- Strong Arabic Cheques reading/understanding ability
- Good Arabic skills.

**JUNE 1994 TO NOVEMBER 2004**

## WALL STREET EXCHANGE

**AS ROLE INCLUDED OVERSIGHT OF THE WHOLE SALE CASH DEPARTMENT AND FOREX CASHIERS**

### Responsibility:

- Handling foreign currency parcels for onwards shipment to overseas banks.
- Primary buying/selling of currencies, Traveler's cheques of all types. Accepting Demand drafts/ TT's payments, Visa card and western union payments
- Major responsibility to buy/sell currencies in bulk from other exchange houses as well as from our branches.
- Responsible for daily collection of cheques from the teller departments in order to take the necessary action required which included forwarding the cheques to the respective banks
- Arranging different currencies and sending them to our corporate wholesale department for onward daily shipment to our European banks

## COMPUTER SKILLS

- AS 400 Banking System
- Quester (Retail Banking Systems).
- Finacle (Core Banking solution)
- Finacle 11x

## PERSONAL DETAILS

Date of Birth	: 1973
Marital Status	: Married
Nationality	: Pakistani
Visa Status	: Visit Visa
Driving License	: Valid Driving License of UAE

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