

MARIA SHARIF

Branch Service Officer

Seeking a position where I can utilize my Personal, Professional and educational abilities in the way to progress and obtaining a challenging rewarding and result oriented job in a dynamic organization with the team of highly motivated person pursuing ambitious goal.

PROFESSIONAL EXPERIENCES

June 2023 – July 2024

Meezan Bank Ltd. Pakistan

Branch Service Officer

- Functions as a subject matter expert on deposit operations processes, relevant deposit regulations, legal requirements, and deposit operations processing systems
- Produce and deliver all daily/weekly/monthly reports to CMU Fail, In-transit, Collateral Position, Cash Position.
- Send and respond to queries from analysts and management
- Supervision of daily processing
- Maintain Vault and ATM Balancing, Utility Bills, Preparation Of drafts, pay Orders.

Jan 2018 – December 2022

Habib Bank LTD, Pakistan

Cash Service Officer

- Maintain cash in hand and Vault
- Ensure cash balancing are reconciled with cash on hand Handling and executing all financial/non-financial transactions ATM balancing
- Ensure accurate processing and optimum level of customer satisfaction. Posting of Inward and Outward Clearing cheque
- Utility Bills collections/ Cross Branch Transactions
- Preparation of Drafts, Pay Orders etc.

EDUCATION

2015 – 2017

M.Sc. Economics

University Of Education. Pakistan

2019 – 2020

M.A Education

Allama Iqbal Open University. Pakistan

2016 – 2017

B.A Education

Allama Iqbal Open University. Pakistan

2013 – 2015

BSc Economics

The University of Punjab. Pakistan

HSSC computer Science

BISE Lahore

SSC Science

BISE Lahore



CONTACT

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Email

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LANGUAGES

Urdu

English

Skills

Microsoft Word

Power Point

Data entry

Database Operation

Visa Status

Visit Visa

