

Muhammad Ali Abbas

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Resident Visa



Banking professional with nearly 5 years of experience in retail banking, financial services, and customer relationship management. Known for a dedicated, loyal, and positive work ethic, with a focus on delivering exceptional client service and operational efficiency.

▼ Experience

Meezan Bank Ltd.

Branch Service Officer • March 2019–December 2021 (2years 9 months)

- Delivered exceptional service by addressing customer inquiries and guiding them on banking products and services.
- Managed cash transactions, ensuring accuracy in deposits, withdrawals, and daily balancing.
- Processed account openings, closures, and other account-related services with full compliance.
- Ensured adherence to Meezan Bank policies, Shariah principles, and AML regulations.
- Promoted and cross-sold banking products to meet branch sales targets.
- Supported administrative and operational tasks, including loan processing and data management.
- Managed ATM replenishments and cheque clearing processes efficiently.
- Collaborated with branch staff to achieve branch objectives and ensure smooth operations.

Dubai Islamic Bank Ltd.

Universal Teller (UT) • Nov 2022–July 2024 (1 Year 6months)

- Handled cash deposits, withdrawals, and transfers with a focus on accuracy and efficiency.
- Provided excellent customer service by resolving inquiries and assisting with a wide range of banking needs.
- Processed cheque deposits and managed cheque clearing, ensuring proper verification and compliance.
- Assisted with account openings, closings, and maintenance, ensuring strict adherence to bank policies.
- Managed ATM replenishment and troubleshooting to ensure smooth and uninterrupted services.
- Oversaw cash vault management, maintaining accurate balances and ensuring secure handling.
- Processed foreign currency transactions, applying exchange rates accurately and efficiently.
- Reconciled daily cash transactions and prepared detailed end-of-day reports for branch management.

Prime Minister Youth Training Education Department

Data Entry Operator • Feb 2018–March 2019 (1 year)

- Accurately entered and maintained student records, examination results, and other educational data in the system.
- Cross-checked and verified data for accuracy and consistency before submission.
- Generated reports and summaries from the database for senior management and department heads.
- Organized and maintained digital and physical records, ensuring easy retrieval and confidentiality.
- Coordinated with different departments to gather required data and resolve discrepancies.

▼ Education

- **B.COM Hons. (2016) – Hailey College of Commerce, Punjab University**
- **I.COM (Commerce, Accounts) 2012 – BISE Lahore**
- **Matriculation (2010) – BISE Lahore.**

▼ Languages

- ENGLISH
- URDU
- HINDI
- PUNJABI

▼ SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook

▼ DECLARATION

I hereby declare that all the information mentioned above is true and complete to the best of my knowledge.