

NADEEM ZUHAIR

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F-18 Karachi

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OBJECTIVE

To leverage my extensive experience in the banking industry, combining my financial expertise and exceptional customer service skills to contribute effectively to a dynamic banking team. Seeking a challenging role where I can utilize my analytical abilities to drive operational efficiency and provide superior financial solutions for clients

SKILLS

- Ms Excel, Ms word advance
- Management skills
- Strategic planning
- Communication skills
- Relationship building
- Problem solving
- Reporting skills

REFERENCE

will be
upon
request

EXPERIENCE

MCB Exchange 01-02-2024
Senior Cash Officer
Job Responsibilities:

- Cash dealing in foreign currency.
- Remittance in (local and foreign)
- Inward and Outward Remittance.
- Deal with all foreign countries notes Buying/Selling .
- Maintained all currency Exchange Report in day end.
- Fund analysis Report
- Purchase FCY/or Remitted through (TT,MTO)
- Daily funds statement and Balance Maintain Trial Report
- Review.

MCB Bank Limited 2020 - 2024
Teller Service Officer
Job Responsibilities:

- Clearing (Inward and Outward), TDRs
- Processing Cash withdrawal/ Cash deposit
- Issuance & payment of Pay Orders/ Demand Draft.
- Maintenance of high standard quality service.
- Managing and handling day-to-day branch operational functions related to areas of Customer Accounts
- Fund Transfer, Clearing (Inward and Outward), TDRs,
- Remittances (Local and Foreign).
- Secured custody of security stationary, duplicate keys, charge documents, etc.
- Promptly respond to/act on all queries/instructions received from area office/head office

United Bank Limited 2016 - 2019
Universal Teller
Job Responsibilities:

- Processing Cash withdrawal/ Cash deposit
- Issuance & payment of Pay Orders/ Demand Draft.
- Maintenance of high standard quality service.
- Managing and handling day-to-day branch operational functions related to areas of Customer Accounts
- Fund Transfer, Clearing (Inward and Outward), TDRs,
- Remittances (Local and Foreign).
- Secured custody of security stationary, duplicate keys, charge documents, etc.
- Promptly respond to/act on all queries/instructions received from Area Office/Head office.
- Any other responsibility assigned by Operation Manager/Branch

Faysal Bank Limited 2014 - 2015
Customer Interactive Officer
Job Responsibilities :

- Supervising the daily operations of the Customer Service Department.
- Interacting with Customers and handling Customer Queries and Complaints in a timely manner.
- Maintaining relationships with profitable Customers.
- Making Weekly and Monthly Reports.
- Follow established procedures of balancing within the specified

time period.
Provide Correct and prompt answer to customer inquiries.
Maintain established requirements for proofs error, Customer transaction error, endorsement error, and incomplete work.
Maintain audits and bank compliance reports.
Attending training on skills related job.

EDUCATION

university of Karachi M.A.Economic 2nd Division (62)	2013
university of Karachi B.A(Honor's) Economic 1st Division (61)	2012
Govt.premier collage Karachi H.sc Commerce (intermediate) 2nd Division (63)	2008
Mount view secondary school SSC science (matric) A (72)	2006

PROJECTS

Out Source Cash Officer Training
Briskcon Consulting (Pvt)Ltd
participated in
“Out Source Cash Officer Training
Program”

Learning Mind Group
Learning Mind Group participated
in the program “License To Serve”