



MUHAMMAD SADIQ

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OBJECTIVE

To obtain a suitable position in an organization where I could utilize my skills and abilities that fit to my experience and education, a place where I am encouraged and permitted to be an active participant to contribute for the development of the company. I am well experienced in handling financial transactions, customer service, sales, business development and cross selling.

I have done MBA finance from COMSATS university Islamabad Pakistan and then I worked in banks in Pakistan as personal banking officer and branch services officer cashier. I worked in currency exchange companies in UAE as front line associate cashier, Lulu Exchange Dubai UAE and Al Fardan Exchange Dubai UAE.

SKILLS

- Customer service
- Team work
- Problem solving
- Effective communication
- Attention to detail
- Time management
- Multi tasking
- Customer Relationship Management
- Cross selling
- Business development

ADDITIONAL INFORMATION

Nationality : Pakistani
Province : Punjab Pakistan
Gender : Male
Date of Birth : 03-Jan-1986

LANGUAGE

- English : Professional speaking
- Urdu : Professional speaking
- Saraiki : Professional speaking
- Punjabi : Professional speaking

EDUCATION

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|------|---|
| 2011 | COMSATS University Islamabad Pakistan
MBA Finance |
| 2008 | Bahauddin Zakariya University Multan Pakistan
B.Come Commerce |

EXPERIENCE

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| July 2024 - Present | Dubai Islamic Bank Rawalpindi Pakistan
Universal Teller Customer Service <ul style="list-style-type: none">• Customer services, financial transactions, cash handling• Deposits and payments of local and foreign currencies• Funds transfer, clearing, local and foreign remittances• Manage ATM, lockers, cheque books and atm cards• Business development, cross sell the products and services |
| July 2022 - July 2024 | Meezan Bank Rawalpindi Pakistan
Branch Services Officer Cashier <ul style="list-style-type: none">• Customer services, financial transactions, cash handling• Deposits and payments of local and foreign currencies• Business development, cross sell the products and services |
| November 2021 - July 2022 | Bank Islami Islamabad Pakistan
Customer Services Officer Cashier <ul style="list-style-type: none">• Customer services, financial transactions, cash handling• Deposits and payments of local and foreign currencies• Funds transfer, clearing, local and foreign remittances• Business development, Cross sell the products and services |
| November 2018 - April 2019 | Al Fardan Exchange Dubai Abu Dhabi UAE
Front Line Associate Cashier <ul style="list-style-type: none">• Customer services, financial transactions, cash handling• Currency exchange, local and foreign remittances• Business development, cross selling, marketing activities |
| August 2016 - October 2018 | LuLu Exchange Dubai Abu Dhabi Ajman UAE
Front Line Associate Cashier <ul style="list-style-type: none">• Customer services, financial transactions, cash handling• Currency exchange, local and foreign remittances• Business development, cross selling, marketing activities |
| December 2011 - May 2016 | Meezan Bank D.G Khan Pakistan
Personal Banking Officer <ul style="list-style-type: none">• Customer services, Bank account opening• Customer relationship management, customer retention• Business development, cross sell the products and services |
| April 2011 - December 2011 | Northern Bottling(Pepsi Cola)Peshawar Pakistan
Accounts Officer |

ACHIEVEMENTS & AWARDS

Ding Middle East Dubai UAE : Excellence Certificate
LuLu Exchange Dubai UAE : Appreciation Certificate
Meezan Bank Pakistan : Training Certificate