



## **KHURRAM** **AKBAR**

**Contact No.**

**+971-563216267**

**Address:**

**Dubai, UAE**

**Email.**

**khuramakbarkhrm@gmail.com**

### **OBJECTIVE**

A hardworking, self-motivated and responsible person with an outgoing personality and excellent communication skills. A problem solver with the ability to adapt well to new situation and to work as an effective team member.

### **SUMMARY**

**Date of birth:** 12-06-1992

**Marital status:** Married

**Religion:** Islam

**Nationality:** Pakistani

### **SKILLS**

- English, Urdu, Hindi
- IELTS with 6.5 Bands
- MS Word, Excel, Power point
- Time-management

### **EDUCATION**

**MBA Professional FINANCE**

**(3.5 year)** (2015-2018)

University of the Punjab, Lahore PK

**(MBA Degree Attested From UAE**

**EMBASSY)**

**BACHELOR IN COMMERCE**

University of the Punjab, Lahore PK

## **EXPERIENCE**

**The BANK OF KHYBER** (From June 2017 to 2022)

**Designation:** Teller / Cash Officer

**Accomplishments:**

- Cash receipts from clients and depositing in accounts / Cash Payments against cheques to clients
- *Maintain cash balancing sheets and register accurate as per bank instructions and SOP,s*
- Expertise in sorting and counting of currency notes
- Foreign Remittances Payment
- Assisting Manager Operation for Various Activities

**AI-BARAKA BANK PAKISTAN LTD.** (From Feb 2023 to 2024)

**Designation:** Universal Teller / Branch Service Officer (Grade III)

**Accomplishments:**

- Cash receipts and payments handling at counter
- Account Opening of Customers / Account closing and dormant account activation / Stamping and completion of all required documents.
- Processing and recording of Inward / Outward clearing of cheques
- Expertise in Handling Foreign Currency, Remittances, and other customer transactions
- Responsible for fund transfer, issuance of Demand Drafts to valued clients
- Foreign remittance payments through western Union / Ria / Express Money and Al Ansari Exchange
- Adhere to AML rules, policies and procedures while performing transactions

**SONERI BANK LTD. (ISLAMIC BANKING)** (From 04 June 2024 to 02 Jan 2025)

**Designation:** Counter Service Officer / OFF. Branch Operation Manager (Grade II)

**Accomplishments:**

- Overall operation of general banking Including Account opening, Account closing, Dormant activation, Cash management, Clearing Department, Remittance department, Term deposits receipts and CDR
- Processing of unclaimed deposits as per SOP,s of the bank
- To ensure keep in limit branch expenses according to the budget given by the management
- Custodian of Branch Security Stationery, Branch ATM PIN, Keys of ATM, Unrented Locker Keys, Vault Safe, IT Server Room, and CCTV Cameras
- Coordinate efforts for the Internal and External Audit, Central Bank Inspection, review by compliance or other regulatory bodies, ensure maximum grades in branch SQCL rating on monthly basis.
- Expertise in using banking software i.e TEMENOS T24, Rosetta, PIBAS, Auto Banker III, ERP (Enterprise Resource Planning) & CRM (Customer Relationship Management)

**VISA STATUS:** Visit/Tourism