

JEHANZAIB AMJED SHAHEEN

Al Nahda, Sharjah, UAE

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CAREER OBJECTIVE

Results-driven Banking Professional with extensive experience in branch operations, cash management, compliance, and customer service. Strong ability to plan, forecast, implement solutions, and coordinate operational activities. Adept at working in fast-paced environments, ensuring regulatory compliance, and delivering exceptional customer service.

CORE COMPETENCIES

- Branch Operations & Management
- SBP Regulations & Compliance
- Cash Handling & Reconciliation
- Account Management & Reconciliations
- Clearing, Transfers & Remittances
- Risk & Fraud Prevention
- Financial Analysis & Reporting
- Customer Relationship Management
- Team Leadership & Training
- Compliance & Audit Preparation
- Loan & Credit Processing
- Budgeting & Expense Control
- Treasury & Cash Flow Management
- Banking Software & Core Banking Systems
- Sales & Cross-Selling of Banking Products
- Dispute Resolution & Problem-Solving
- Transaction Monitoring & Fraud Detection
- Operational Efficiency & Process Improvement

EDUCATION

Bachelor of Commerce
Punjab University, Lahore, Pakistan

2011

EXPERIENCE

ZK Mobiles – M.D in ZK Mobiles

ZK Mobiles Gulzar Madina Road, Gujrat, Pakistan

Aug 2022 – April 2025

The Bank of Punjab – General Banking Officer

Kotla Branch, Pakistan

Nov 2020 – Aug 2022

- Stayed updated on SBP procedures for general banking operations.
- Managed customer relations, ensuring high-quality service delivery.
- Processed clearing, transfer entries, TDR, and CDR transactions.
- Handled FOCT/FOBC/TT transactions, ensuring accuracy in financial processing.

Dec 2018 - Oct 2020

MCB Bank Limited – General Banking Officer (GBO)

Pakistan

- Handled remittances, clearing, and monthly balancing of accounts.
- Managed foreign inward remittances and account opening processes.
- Oversaw branch expenses and approvals.
- Issued banker cheques, cheque books, and TDRs.

May 2016 - Dec 2018

Askari Bank Limited – Officer Grade III

Pakistan

- Processed remittances, clearing transactions, and monthly balancing.
- Managed cash receipt and payment transactions.
- Ensured compliance with bank policies and financial procedures.

Soneri Bank Limited - Officer Grade IV

Pakistan

Jan 2015 - May 2016

- Handled remittances, clearing, and monthly account balancing.
- Managed cash receipts and payments efficiently.
- Managed remittances, clearing, and monthly balancing of accounts.

Habib Bank Ltd – Officer Grade IV

July 2012 – Jan 2015

Kutchery Chowk Branch, Pakistan

- Managed cash receipts, payments, and foreign remittances.
- Issued pay orders, cheque books, and CDRs.
- Replenished and balanced ATMs, ensuring operational efficiency.

PROFESSIONAL TRAININGS & CERTIFICATIONS

- Anti-Money Laundering (AML) Certification
- Basic Banking Operations Training
- Certificate in Customer Services

TECHNICAL SKILLS

- MS Office Suite (Word, Excel, PowerPoint)
- Banking Software & Financial Applications

AFFILIATIONS

- Member, State Bank of Pakistan Regulatory Compliance Network
- Member, Banking Professionals Association of Pakistan