



Muhammad
Nabeel

(Banker)

Contact



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Ward no 4 , Jhang Bhakkar Road ,
Mankera , District Bhakkar , Punjab ,
Pakistan



International Driving License Holder
: **BR-25-11-INT**



: Pakistani
Passport No : **BB9007472**

Personal Information

- I am a dedicated, organized and methodical individual. I have good interpersonal skills, I am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas.

Skills

- Management Skills
- Creativity
- Time Management
- Negotiation
- Critical Thinking
- Leadership



Languages

- English (Fluent)
- Urdu (Native)
- Punjabi (Fluent)



Education



Bachelors in Economics

2015-2019

Arid Agriculture University of Rawalpindi



Diploma in Commerce (D.Com)

2012-2014

Govt College of Commerce



Matriculation

2007-2009

Govt High School Mankera



Work Experience



General Banking Officer (GBO)

2024-2025

Bank of Punjab , Pakistan

- Account Management (Domestic and International)
- Handle various banking operations
- Assisting Customers with proper banking services
- Record Keeping
- Transfer Posting of Cheques
- Issuance of UC and CDR
- Customer Services and Sales Responsibility
- Branch Maintenance and Quality Assurance
- Handling Foreign Remittance Transactions
- Taking Charge as Back-up Operations Manager
- Issuance of ATM cards and cheque books
- Compliance and Screening of Customers
- Maintain Branch Log-book



Cashier/Teller

2022-2024

Bank of Punjab , Pakistan

- Cash handling / Cash balancing and key Custodian
- Managing payments and receipts
- ATM replenishment , Customer Service and Financial Authorization
- Resolving Customer complains and concerns



Sales executive in Saver Fertilizers

2020-2021

- Managing sales on targeted basis
- Business development , Customer Service
- Reporting and Documentation
- Prioritizing Client Relationship
- Collaborating with other teams to push the sales
- Identifying and acquiring new customers