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| Gd**Nationality:****Pakistani** | Mhhhhh **First Name of Application CV No 1626066**Whatsapp Mobile: +971504753686 New_logo.gifTo get contact details of this candidate Purchase our CV Database Access on this link.<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php> **BANKING AND FINANCE****PROFILE:**Bachelor Degree from University of Agriculture Faisalabad, Pakistan with above 6 years’ significant experience of proven accomplishments in the areas of Accounts and Banking**OBJECTIVE:**Looking for a position of Accounts job in construction, contracting and Banks organization.**EDUCATION:*** University of Agriculture Faisalabad, Pakistan

 **B. Com** * Govt. Higher Secondary School Swabi, Pakistan

 **HSSC** **(Pre-Engineering)** * Pasban Model School Thandkoi Swabi, Pakistan

 **SSC (SCIENCE)****PROFESSIONAL COURSE:*** + Six Months Training in Different Departments of Banking. (Soneri Bank Limited Pakistan)
	+ One-day training on **AML** and anti-money laundering (Western Union)
	+ One-day training on **KYC** and customer due diligence (Alfalah Exchange Company)
	+ 05 days training workshop on “Child Protection and Psycho-social" support by SAVE THE CHILDREN funded by UNICEF.
	+ 01-day training workshop on “Life Skill Basic Education” organized by Pakistan Village Development Program.
	+ 03 Days training on “Sports as Mean to Promote Peace “Organized Pakistan Village Development Program.

**EXPERIENCE HIGHLIGHTS:****To plan and coordinate all activities involved in the provision of Banking support and direction for the department and or project in accordance with Centeral Bank policy and procedure.** **Alfalah Exchange company - February 2015** **till date**  **Position: Branch Supervisor** **RESPONSIBILITIES:**  * Executes financial transactions in accordance with the company policies and procedures while maintaining an acceptable record in daily drawer balancing.
* Inform customers about foreign currency regulations, and compute transaction fees for currency exchanges.
* Follow all policies and guidelines carefully including internal security measures
* WPS (Wages Protection System)
* Cash handling and balancing
* Preparing of weekly and Monthly reports
* Account Opening for India (Fedral Bank, Canera Bank, Union Bank and Punjab National Bank
* Promote Bank products by providing consistent, accurate and transparent information to customers.
* Achieve sales targets assigned and contribute to the overall achievement of the team
* Follow up and close selling/cross selling lead referrals.
* Pro-actively participate in Bank products campaigns & promotion

 **Soneri Bank Limited (SBL) – March 2012 to January 2015.** **Branch: Main Branch Swabi Pakistan**  **Position: General Banking Officer (GBO)**  **RESPONSIBILITIES:*** In charge Remittances.
* Cash Supervision
* Account Opening according to State Policy
* ATM (Replenishment and Balancing)
* Cash Handling and Preparation of Cash Denomination
* Issuance and encashment of Security Deposits and Banker’s Cheques
* Statement of Accounts
* Inter Bank Clearing (intercity and Intracity)
* Local Bills collection (LBC) and Outward Bills collection (OBC)
* National Bank Account Reconciliation and reporting to Head Office.
* Preparation of Branch Weekly and Monthly Performance report and reporting to Head Office

  **Pakistan Village Development Organization (PVDP) – Oct 2009 to Jan 2011.** **Project: Child Protection (UNICEF)** **Position: Monitoring, Evaluation** **and Data Collection**  **RESPONSIBILITIES:*** Data Collection and Identification of Vulnerabilities (Orphans, Child Labors and Handicap) and report to head Office.
* Referring the vulnerabilities to Schools, Hospitals
* Conducting awareness Sessions with community about Children’s Issue

 **Allied Bank Limited (ABL) - March 2009** **(Eight Weeks)**  **Position: Trainee**   **RESPONSIBILITIES:**  * Cash Handling
* Issuance of Banker’s Cheques and DD
* Local and Outward Bills collection.
* Utility Bills Collections

 **SKILLS:** * Command on Sonaware Dot Net Software (Soneri Bank Limited)
* Command on Symex Software (Alfalah Exchange co)
* Command on western Union (Remittance Software)
* Command on Xpress Money (Remittance Software)
* Command on Transfast (Remittance Software)
* Command on Instant Cash (Remittance Software)
* Cash Handling Making Denomination
* Money Gram Software
* Report writing
* Good Communication
* Tally Accounting software
* MS Office
* Windows 7 and XP
* Operation & installation of different kind of Software’s and Hardware

  **Language** * English (Fluent)
* Urdu (Fluent)
* Pashto (Fluent)

 **Personal details:*** Religion Islam
* Date of Birth 23rd March, 1987
* Marital Status Single
* Nationality Pakistani
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