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| Gd  **Nationality:**  **Pakistani** | Mhhhhh **First Name of Application CV No 1626066**  Whatsapp Mobile: +971504753686  New_logo.gif  To 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 |