**First Name of Application CV No:** **1651266**

Whatsapp Mobile: +971504753686



Profile

# To succeed in an environment of growth and excellence. To be an indispensable part of a value driven organization that provides ample growth opportunities and a continuous learning environment to enhance my career prospects while making optimum utilization of my skills.

Experience

# Remittance/Cash Officer at Habib Bank Limited

**Key Functions and Responsibilities:**

Posting at Misys system.

ATM Operating.

Assisting Manager Operations.

Preparation of all cash related statements required by SBP and Head Office.

Cash vouchers posting. Cross Branch Transactions.

Posting of Inward and Outward Clearing Cheques.

Liaison with NIFT

Preparation of Drafts, Pay Orders etc.

Assist in achieving the goals / targets of the branch

Ensure minimum waiting time for customers while transactions and deal each customer politely & with courtesy.

Manage concerns and queries of customers efficiently and promptly.

Pensions dealing

Supervision role and JRC checking

98% Key Performance Indicator

Performing duties of Supervisor

Banker's / Cash checks preparation

Inward/ Outward Remittance

Bank Transfers

Education

**Master in Business Administration**

*Iqra University* In Process

**Anti-Money Laundering**

Certificate from Thomas Reuters

**Institute of Chartered Accountants of Pakistan**

*Currently* Certificate in Accounting and Finance (CAF)

*2014 Assessment of Fundamental Competencies ( AFC)*

*2012 Chartered Accountancy Foundation*

**University of Karachi**  Bachelor in commerce (B.com) - Institute of Business Education

**Saint Patrick 's College** 2009 Intermediate (Pre- Medical)

**British Council**

2007 International English Language Testing System (IELTS)

**Aga Khan Board**

2007 Matriculation Nasra Trust **School**

**Soft and Technical Skills**

Anti-Money Laundering

Microsoft Office(Word, Access, Excel and PowerPoint, Outlook).

Good at Banking System and Negotiable instruments

Leadership skills

Handling stress and conflicts

Flexible with diversified cultures

Presentable and pleasing personality

Strong cultural awareness and the ability to adapt to new environments and people.

Professional, Empathetic, Visionary and Cosmopolitan.