**Shahid**

To become a vaule adding person in a progressive organization.

**Bank Alfalah Ltd.**

1st August 2013 till date

Designation: Chief Cashier

Responsibilities:-

* Effectively & efficiently Management of Overall Cash Controls Operations.
* Keep update regarding bank’s policies and procedures, SBP ‘s instructions pertaining to cash handling and ensure their compliance.
* Manage ATM activities properly and ensure Cash replenishment, daily reconciliation and up time as per given directives.
* Assist the cashiers in their daily transactions and effectively resolve any problems arising from interactions with internal and external customers.
* Manager Prize bond and petty cash transactions.
* Ensure the books are balance and reconciled with G/L balances and physical cash.
* Monitor FCY cash for proper disposition.
* Avoid SBP Penalties on cash handling ensuring compliance with regulatory requirements.
* To Work for obtaining good audit category and to maintain at least satisfactory audit of the department.

**M/s Prime Linkers Clearing and Forwarding Company.**

1st July 2010 ro 30 July 2013

Designation: Accountant

Responsibilities

* Accounts payable book related entries into the System.
* Accounts Receivable book related entries into the System.
* Bank Reconciliation – Preparation of customers , passing on receipts in the system
* Supervision of handling of Petty cash.
* Handling of all emails and processing for further necessary actions as and when required.

**KASB Bank Ltd.**

1st April 2008 to 07 June 2010

Designation: Operation Control Officer

Responsibilities

* Final Checking of all Bank Transactions
* Final Checking all Bank vouchers
* Balancing of ATM
* Balancing of Pay Order

**KASB Bank Ltd. – External Sales Division**

11 January 2007 to 31 March 2008

* Perform day to day Administrative Responsibilities.
* Coordination between Sales Centers of Central and South Regions
* Cash handling

**PAKISTAN SENIORS CRICKET BOARD**

**Designation:**

* Coordination with Media
* Arrangement Board Meetings
* Correspondence with different companies
* Cash handling of PSCB

**IDEAL PVT LTD.**

15 Feb 2005 to March 2006

**Designation Accounts Officer**

* Preparation of Trial Balance
* Internal Accounts Audit
* Account Postings

**IDEAL PVT LTD.**

October 2002 to January 2005

Designation: PA to Chief Executive of Ideal Pvt Ltd.

 Responsibilities

Dealing with travel agents

Maintaining 0f Documents of CEO

Meeting arrangements of CEO

Filing and Drafting

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