** Tahir**

Nationality: Pakistani

Status: Single

D.O.B: 20th November 1992

Email: [tahir.381796@2freemail.com](mailto:muhammadtahirasif@gmail.com)

**(Available in UAE, Dubai)**

**Career Objective**

To pursue a highly challenging and creative career with a bank, where I can apply my existing knowledge and creativity, acquire new skills it contributes it effectively to the organization.

**Core Qualifications**

* Excellent communication skills
* Knowledge of accounting and accounting procedures
* Accurate monthly closings
* Extensive cash handling experience
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Proficient in MS Office
* Strong computer networking and productivity software skills
* Organized and able to keep information confidential
* Detailed-oriented and systematic
* Excellent time management and an ability to work to strict deadlines
* Very strong team player or able to work alone

**Professional Experience**

**Professional Experience**

**Cash Officer**

**Habib Bank Limited, Karachi, Pakistan**

**August 2016 - Present**

* Provide account services to customers by receiving deposits and loan payments, cashing checks, issuing saving withdrawals selling banker’s checks and saving bonds
* Record transactions by logging banker’s checks and other special services
* Reconcile cash drawer by proving cash transactions, counting and packaging currency and coins, maintaining supply of cash and currency
* Manage ATM processes including proofing and replenishment
* Ensure optimal level of customer services are provided to all customers coming to branch
* Perform regular research to resolve all customer issues efficiently
* Ensure compliance to all internal security policies and procedures
* Assist to compile all new customer applications and information for opening new accounts
* Maintain friendly and professional customer interactions
* Maintain balancing with 100% rate of accuracy

**Accounts& Admin Officer**

**Fahd Academy (Education Centre), Karachi, Pakistan**

**August 2013 – July 2016**

* Managed payments collections from students
* Authorized to issue check and official receipts
* Maintained accounting ledgers by verifying and posting account transactions
* Maintained historical records by filing documents
* Disbursed petty cash by recording entry, verifying documentation
* Prepared income statement on a monthly basis
* Protects organization’s value by keeping information confidential
* Prepared bank deposits and checked all the matters related to the banks
* Drafted aging report contacted client about receipts
* Cash and bank reconciliations with monthly analysis

**Education**

**Education**

* **Masters of Business Administration – Finance 2017**

Mohammad Ali Jinnah University, Karachi, Pakistan

* **Bachelors of Commerce 2014**

University of Karachi, Karachi, Pakistan

**Certification**

* English Language course
* Advanced Excel & Peachtree

**Trainings & Workshops**

At Habib Bank Limited

* New Cash Officer (NCO)
* Fair Treatment to Customer
* Gender Diversity
* Anti-Money Laundering
* Intermediate Excel

At Mohammad Ali Jinnah University

* Building self-confidence
* How to make a great speech
* Writing Winning Resume
* Leadership at Centre of Educational Cultivation
* Love Pakistan Serve Pakistan at Fahd Academy

**Interests**

Whenever I have the time, I enjoy travelling and learning about different cultures. I also read magazines on a monthly basis to stay up to date on new developments.