



ALLAH DITTA



❖ Postal Address : Near Islamia School Jutt Street Zakir House Jhelum
❖ Contact No: 0315-5333481, 0312-1558169

OBJECTIVE

Competitive Career in Reputed and Established Banking Organization where I could find immense opportunities to achieve the goals of banking organization.

PERSONAL DETAILS

❖ Name : Allah Ditta
❖ Father's Name : Shoukat Hussain
❖ N.I.C : 37201-2619718-3
❖ Date of Birth : 19/11/2001
❖ Religion : Islam
❖ Marital Status : Single
❖ Nationality : Pakistani

ACADEMIC QUALIFICATION

Degree	Division	Year	Board/University
Matriculation	1 st	2017	Rawalpindi Board.
I.C.S.	2 nd	2019	Rawalpindi Board
ADP(Associate Degree Program)	2 nd	2021	A.I.O.U

Experience

- 1 year Experience as a Computer Operator & Reporter in Wasfa Diagnostics Centre
- 6 Months Experience as a Branch Trainee Officer in Dubai Islamic Bank to till date

Here are some Responsibilities:

- Maintaining Cash as per SBP Requirements
- Inward / Outward / Intercity Clearing
- Remittance and Utility Bills (Automated Feeding and generating Reports).
- Deals in Foreign Currency and Balancing
- Maintaining all type of files and Registers as per as SBP Requirements.
- Customer Services

TRAINING

- Attend the Training in Dubai Islamic Bank for the period of 07 Days.
- Attend the training related all about cheques CBT
- Attend the Training related Teller Skills
- Attend the training related anti Money Laundering.

COURSES

- 3 Months Diploma in Basic I.T Literacy from Punjab Vocational Training Council Jhelum

STRENGTHS

- I am self-motivated, good time management skills I am punctual.
- Effective communication and interpersonal skills.
- Analytical and decision making ability.

LANGUAGES

- English
- Urdu
- Punjabi

REFERENCE

- Reference will be provided on demand.