



Muhammad Ali

MANAGER TELLER SERVICES

+971504194560

m.ali6763432@gmail.com

Near Kadooli Supermarket
Burjman , Dubai, United Arab
Emirates

PERSONAL DETAILS

Date of birth

May 05.1991

Nationality

Pakistani

Visa status

Visit Visa

LINKS

Linkedin:

[linkedin.com/in/muhammad](https://www.linkedin.com/in/muhammad)

SKILLS

Computer proficiency

Cash Handling

Communications Skills

Team Building

Customer Service Skills

Adaptability

ABOUT ME

I am an experienced banking expert with over Nine years of growing and diversified experience in controls, operations & sales. My experience involves managing commercial connections, as well as transaction processing, cash management, customer service, and overall excellence in banking operations.

I am a devoted and industrious guy that can manage several jobs and projects at the same time with great efficiency and correctness. As a self-starter, I am constantly keen to take on new challenges and solve issues in novel ways. I am delighted to further my professional development and contribute to the growth and success of a vibrant financial firm.

WORK EXPERIENCE

Head Teller

National Bank of Pakistan / Gujrat / Aug 2016 - Mar 2023

Duties & Responsibilities :

- Cash Transactions reporting on a timely basis as per defined policies, for facilitating reporting to regulatory bodies (SBP) and senior management.
- Maintain cash in hand & vault in accordance with state banks clean note policy assigned cash in-safe limits, to avoid regulatory penalties payment of excess premium to attain satisfactory audit rating.
- Ensure Cash Balancing is reconciled with cash on hand GL in all currencies to mitigate cash difference.
- Collection of Bank Receipt & Bank Payment management
- Government Tax Collection (Property, PTA, Sale, Income)
- Gold loan handling & also custodian of Gold ornaments
- Handling complete process of foreign remittance.

Credit Officer

National Bank of Pakistan / Gujrat / Jan 2020 - Feb 2021

Duties & Responsibilities :

- To provide information and capture the customers regarding Advance salary, Personal Loan and Gold loan.
- Handle the gold loan according to bank rule and regulations.
- To remind the customers for gold loan recovery within time.
- Evaluate the gold ornaments with the help of gold smith.

Cash officer

Habib Bank Limited (HBL) / Gujrat / Jun 2014 - Aug 2016

Duties & responsibilities:

- Be the joint custodian of Cash and other valuables like Safe Deposit Articles and Security Forms other than Cheque books.
- Ensure that all the notes received are shrouded and sorted into issuable and non-issuable notes. Arrange for sorting out ATM fit notes for ATM replenishment and remit Soiled Notes to CBC branch, from time to time.
- Arrange for receipt / payment of bulk cash from customers.

COURSE

-CBA Profile

-Uplifting Service
Champions

-Gender Diversity Training

-Cash Officer Training

-Code of Ethics

-AML/CFT

LANGUAGES

English

Urdu

Punjabi

- Ensure operation of the Currency Chest as per norms.

EDUCATION

- MBA (Master in Business Administration)
National College of Business Administration / Lahore / 2020

Specilization in Human Resource Management

- Bachelor of Arts
Allama Iqbal Open University / Islamabad / 2010

Specilization in Fine Arts

PROFESSIONAL AWARDS

-Employee of the Year 2019

-Winner of Channel Migration Campaign Consectivly 5 month

HOBBIES

Swimming, Visiting

REFERENCES

References available upon request