

# Muhammad Ali *Cash Supervisor*

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📍 Near Kadooli Super Market Burjaman

📅 05/05/1991

🇵🇰 Pakistani

👤 Male

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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.

## 🎓 Education

### **Master in Business Administration,**

*National College of Business Administration & Education* ☑

Specialization in HRM

2016 – 2020

Lahore, Pakistan

### **Graduation, Allama Iqbal Open University**

Bachelor in Arts

2007 – 2010

Islamabad, Pakistan

## 👛 Professional Experience

### **Head Cashier, National Bank of Pakistan**

#### **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.

2016 – 2023

Gujrat, Pakistan

### **Credit Officer, National Bank of Pakistan**

#### **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

2020 – 2023

Gujrat, Pakistan

**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.
- Ensure operation of the Currency Chest as per norms.

 **Languages**

English • Urdu • Hindi • Punjabi

 **Skills**

- Computer Proficiency
- Cash Handling
- Communication Skill
- Team Building
- Customer Service Skills
- Adaptability

 **Courses**

**CBA Profile**

**Up Lifting Service Champion**

**Gender Diversity Training**

**Cash officer Training Programe**

 **Awards**

**Employee of the Year 2019**

**Winner of China Migration Campaign**

 **References**

Will be provider if ask for