

# Muhammad Haseeb Azhar Malik

Junior Officer

I am a fully qualified customer relation executive, cashier and Administrator with experience in financial management. Strong communicator with people of different personalities and backgrounds. Excellent relationship builder who can develop deep business insights that will influence the direction and action of the company. In-depth knowledge of creating of financial, accounting, business processes, information system and reporting requirements.



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📍 Abu Dhabi, United Arab Emirates

📅 20 November, 1996

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## WORK EXPERIENCE

### Teller/FC Cashier

#### Alrazouki International Exchange

04/2022 - Present

Abudhabi, United Arab Emirates

##### Achievements/Tasks

- Teller/Remittance Sound Knowledge of Remittances through Bank.
- Working as a Foreign Currency cashier in the branch.
- Well updated about the rates of the foreign currencies for day to day FC cash activities. Purchase & Sale of all major currencies in the world.
- Sound knowledge of cash management principles and/or procedures.
- Well familiar with branch banking transactions such as deposits/withdrawal, exchange rates, TT, cash balancing and other auxiliary bank products and services.
- KYC process handling with documents and records of all clients.
- Ensure compliance to the company AML policy.

### Branch Service Officer

#### Askari Bank ltd.

02/2020 - 02/2022

Rawalpindi, Pakistan

##### Achievements/Tasks

- Efficiently processed withdrawal, Deposit, payment etc.
- Sold accounts and other banking products.
- Balanced cash drawer, Vault and cash machines.
- Rapidly prepared customer and ATM cash and change orders.
- Prepared, Sorted and Distributed branch reports.
- Handled various accounting transactions.

## EDUCATION

### Bachelor's In Economic & Finance

#### National University of Modern Languages

01/2015 - 01/2019

Islamabad, Pakistan

##### Courses

- Economic and Finance
- Research Methodology
- Budget Making
- Business Management

## SKILLS

Experience in using MS Office, MS Outlook.

MS Excel

Proven ability to work as a team.

Superior management skills.

High oral and written communication skills.

Detail oriented

Punctual

Can adapt in changing environment.

## ACHIEVEMENTS

Within 1 year, become one of the leading Teller in branch.

Consecutive 6 months has been the top position to make branch transaction and attending the customers in branch.

Attended AML Training.

Played key role in making highest Forex Profit in branch's 12 years history

## LANGUAGES

English

Full Professional Proficiency

Urdu.

Native or Bilingual Proficiency

Punjabi

Full Professional Proficiency

## INTERESTS

When I am not working, I enjoy spending time with my family and abseiling.