



MUHAMMAD JAVAID

Contact

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Personal Information

Father Name: M Sharif

CNIC# 34101-5912134-1

Passport# BG869134

Nationality: Pakistani

Skill Highlights

- Communication Skills
- Accurate Cash Handling
- Book Keeping
- Accounting & Finance
- Complex Problem Solver
- Management Skills
- Computer Skills
- Analytical skill

Languages

- English
- Urdu
- Punjabi

Summary

As an experienced bank cashier, I have developed a strong foundation in financial transactions, cash handling, and customer service. My ability to accurately process transactions and provide excellent customer service has helped me to build strong relationships with clients and maintain a high level of satisfaction. In addition, I have developed strong analytical skills, which have enabled me to identify and resolve discrepancies and errors in a timely and efficient manner. I am committed to continuing to provide exceptional service to clients in future roles.

Experience

MCB Bank Limited

Teller Services Officer - 12-2021 to 02-2023

- Processed daily client transactions, including deposits, withdrawals, money transfers, loan payments, and selling cashier's checks.
- Accurately maintained records of each transaction and ensuring all documentation and paperwork was in place and within compliance.
- Assisted clients with various questions and concerns related to their accounts and bank products.
- To increase and maintain the capability of cash handling by balancing the physical inflow and outflow of debit and credit with the help of vouchers.
- Ensure customer satisfaction with patience and a positive attitude.

Clearing of Cheques:

- Handling of different issues/queries of collection business, corporate accounts, etc.
- To coordinate with the TBD team for clearing instruments
- Inward, Outward, and Intercity Clearing
- Sorting of Intercity and local clearing cheques and processing through NIFT.
- Return making received through NIFT of outstation cheques
- Uploading of outstation cheques.

Education

- Masters in Commerce (Accounting and Finance) from Hajvery University Lahore (2018-2020)
- Bachelors in Commerce from Punjab University (2016-2018)
- Diploma in Commerce from GCC College Gujranwala (2014-2016)
- Matriculation from Govt Higher Secondary School Gujranwala (2012-2014)