



Talha Ashraf

A capable and trust worthy bank teller who has extensive practice knowledge of a banks operational financial activities, processes, terminology and services. Expert at handling financial transactions and can make on-spot decisions regarding customer transactions.

Contact

Phone

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Email

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Address

Dubai Al Satwa

Education

2021

BS - Information Technology
University of Gujrat

2017

FSC Pre Engineering
Elite Group of Colleges Daska

2015

Matriculation
Govt. High School Daska

Skills

- Accounts Management
- Business Strategies
- MS Office
- Sales Process
- Documentation Skills
- Process Flows

Experience

05 / 2022 - 07 / 2023

The Bank of Punjab | Sialkot, Pakistan



Universal Bank Teller (OG-III)

- Dealing with all cash transactions (Payments, Deposits and Transfer) in Flexcube.
- Cash Management collections and All other Cash collections.
- Home Remittance, Cash Management Salaries.
- Western Union Payments.
- Salary Batch Creation.

09 / 2021 - 04 / 2022

QSA Surgicals (Pvt) Ltd | Sialkot, Pakistan



QA Supervisor

- Responsible for ensuring timely and effective implementation of all company policies, procedures, and activities involved in assuring the quality of manufactured products.
- Maintains close working relationships with other department managers and supervisory personnel in order to meet and maintain product quality, identify, solve, and prevent problems affecting product quality, maximize productivity, and comply with regulatory requirements.

Certificates and Licenses

03 / 2023 - 06 / 2023

Institute of Bankers Pakistan



IBP Superior Qualification (ISQ) program

- Anti-Money Laundering Measures and Business Ethics.
- Corporate and Banking Law.
- Advance Risk Management
- Financial Planning and Budgeting

Language

- English
- Urdu