



SYED JAWAD ULLAH

CONTACT

- Cell #: +971555843824
- Whatsapp#: +923116969431
- E-mail: sjawadullah@gmail.com

PERSONAL INFORMATION

- Passport Number : EU2744372
- Visa Status : VISIT VISA
- (Expiry on 22 Nov 2023)

SKILLS

- T24 (TEMINOS) Bank Software.
- Remittex application for foreign remittances.
- Alfalah Transit application for cash management entries.
- Microsoft Windows Ten, XP, window 7.
- Microsoft office,
- Internet Surfing skills.
- Video and Photo Graphics Designing (Photoshop, Ulead Media studio)
- All type of computer hardware and software installation

WORK EXPERIENCE

Worked as Counter Service Officer in BANK ALFALAH Ltd. (Dec-2020 – March 2023)

Job Responsibilities

- Accounts opening.
- Inward Outward Clearing including OBC.
- Issuance of Pay order Demand drafts and CDR
- Processing Customer Deposits, Withdrawals and Payments.
- Cheque Book and Debit Card Management
- Cross Selling Bank Products and Services (Credit card, Personal loan, Banca insurance, Auto finance etc.)
- Receiving and posting of Credit cards and personal loan bills
- Following Bank Procedures When Performing Transaction.
- Posting Of All Types Utility Bills.
- Posting Of Branch Expanse Vouchers.
- Payments of Home remittances (Foreign and domestics)
- Addressing customer by name with a smile and making small talk with customer while serving them.
- Controlling and Monitoring The Levels Of Cash In The Teller Drawers
- Ensure timely submission of Daily and Monthly basis reports.
- Custodian of cash, securities and ATM keys. Responsible for ATM replenishment.
- Adhering To All Bank Security, Audit, And Compliance Requirements

Worked as Universal Teller in ALLIED BANK Ltd. (Jan-2016 – Nov-2020)

Job Responsibilities

- Processing Customer Deposits, Withdrawals and Payments.
- Transfers of cheques and RTGS.
- Cheque Book and Debit Card Management
- All Types of Clearing
- Issuance of Pay order Demand drafts and CDR
- Following Bank Procedures When Performing Transaction.
- Posting Of All Types Utility Bills.
- Sale and purchase of prize bonds and maintain complete record of the instruments.
- Posting Of Branch Expanse Vouchers.
- Payments of Home remittances (Foreign and domestics)
- Addressing customer by name with a smile and making small talk with customer while serving them.
- Controlling and Monitoring The Levels Of Cash In The Teller Drawers
- Adhering To All Bank Security, Audit, And Compliance Requirements
- Key custodian and responsible for ATM Replenishment
- Ensuring transactions are complete and recorded with proper verification of documents and supporting documents from supervisor.
- Reconcile all cash transactions at the end of the day.

PERSONAL ATTRIBUTES

- Hard working and Devoted
- Punctual and Efficient
- Dedicated and Committed.
- Responsible and Trustworthy
- Self-motivated and eager to learn new things.
- Quick Learner.

LANGUAGES

- English
- Urdu
- Hindi
- Pushto

REFERENCES

- Best available on request

**Worked As Assistant Accountant in Madina Enterprises.
(Mar-2013 – July-2015)**

Job Responsibilities

- Monthly Reconciliation of Customer ledger statement.
- Monthly Reconciliation of Suppliers ledger statement.
- Monthly Reconciliation of Cash Book and Bank Book statement.
- Posting of staff salary and maintain attendance record.
- All statement's reportable to chief Accountant

EDUCATION HISTORY

**MBA : 2019 Gomal University D.I Khan B.COM :
2012 University of Peshawar
D.COM : 2009 Board of Technical Education
Peshawar
Matric : 2007 Peshawar Board**

PROFESSIONAL TRAININGS

- Two Time Six Days Training of TELLER Program at Management Development Center Islamabad
- Six Days Training Program on ISLAMIC BANKING at Management Development Center Islamabad
- One day Training Program on ANTI MONEY LAUNDRING