

CURRICULUM VITAE

Babar Ali

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Address: Vill: Fujoon Abad Charbagh District Swabi, Kpk Pakistan

Objective

Dedicated and results-driven professional with a BS in Computer Science, seeking a challenging role where I can leverage my academic background and technical expertise to contribute to organizational growth and further advance my career

Education

Degree: Bachelor's in Computer Science (BCS)

- University: University of Swabi Pakistan
- Graduation Year: 2018

Degree: Higher Secondary School Certificate (HSSC)

- Board: BISE Mardan
- Graduation Year: 2014

Degree: Secondary School Certificate (SSC)

- Board: BISE Mardan
- Graduation Year: 2012

Skills

- Web Designing/Basic IT troubleshooting skills
- Operating Systems/Windows Installation
- Microsoft Office/ Data Entry/Email/Outlook
- Team Work/Meeting deadlines/Collaboration and cooperation
- Effective communication skills/Public speaking
- Flexibility in changing environments/Planning and organizing
- Creative problem-solving/Decision-making
- Customer relationship management
- Attention to detail

Work Experience

- **Branch Services Officer (BSO)**
United Bank Limited (UBL) Pakistan
December 2021 – Present
- **Cash Officer / Cash Officer cum GBO**
Bank of Khyber (BOK) Pakistan
August 2019 - December 2021
(02 Years & 04 Months)

Banking Skills

- Conducted all customer and branch financial transactions
- Managed fund transfer entries and utility bill payments
- Maintained and recorded MIS data related to cash transactions
- Ensured compliance with SBP guidelines for cash sorting and maintenance
- Balanced counter cash at the end of each day
- Managed physical cash to maintain zero shortages/excess
- Handled ATM cash replenishment, claims, and reconciliations
- Oversaw cash shipments in/out and maintained vault security
- Collected utility bills and assisted with account opening
- Managed the issuance and delivery of cheque books and ATM cards
- Processed all remittances transactions/Payments
- Handled Outward Bills for Collection (OBC) and other banking activities
- Proactively took on any other banking tasks as directed by the Manager

Languages

- English (Fluent)
- Urdu (Fluent)
- Pashto (Fluent)

REFERENCES

- Available upon request