



## **Resume**

### **Muhammad Mateen Wasif**

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### **Objective**

To seek a challenging opportunity to demonstrate my skills and abilities and attain experience and knowledge in an organization offering scope for the career growth and professional development.

### **Experience**

#### **1: Habib Bank Limited**

Designation: Teller

(25 July 2022 to 29 June 2023)

Duties & Responsibilities:-

- Account opening.
- Dormant Activation.
- Issuance of Cheque book & Cashier Cheque.
- Cash Deposit & Cash Payments.
- Inward Clearing & Outward Clearing
- Atm Repalanshiment on Daily Basis.
- Cheque Transfer & Online.
- GL Balancing.
- At rival of Daily Reports
- Documentation.

#### **2: Soneri Bank Limited**

Designation: Customer Service officer

(13 September 2021 to 24 July 2022 )

Duties & Responsibilities:-

- Account opening.
- Dormant Activation.
- Issuance of Cheque book & Cashier Cheque.
- Cash Deposit & Cash Payments.
- Inward Clearing & Outward Clearing
- Atm Repalanshiment on Daily Basis.
- Cheque Transfer & Online.
- GL Balancing.
- At rival of Daily Reports
- Documentation.

#### **3: United Bank Limited**

Designation: Branch Service officer

(December 2019 to 12 September 2021)

Duties & Responsibilities:-

- Cash Deposit & Cash Payments.
- Inward Clearing & Outward Clearing
- Issuance of Cheque book & Cashier Cheque.
- Atm Repalanshiment on Daily Basis.
- Cheque Transfer & Online.
- GL Balancing.
- At rival of Daily Reports.
- Documentation.

### Academic Qualification

- Bachelor Of Commerce (University of The Punjab) (2016)
- Intermediate of Commerce (BISE) (2014)
- Matriculation in Science (BISE) (2012)

### Additional Course:

- HafizE Quran

### Specialization

- Accounts Management

### Seminar, Events

- Seminar On Human Resource Management At GCUF Seminar Hall with HR Professionals
- Seminar On contemporary issues of Public Administration with Senior Management.
- Seminar On Performance evaluation At Al-Qaseem Seminar Hall with ROH (Regional Operation Head)and received best performance reward 2020

### Skills And Capabilities

- Proficient of Microsoft Office, W indows XP-7, Internet & Email
- Proved to be a Good Team Leader & a Quick Learner
- Can work efficiently in time constraint
- Have Excellent Communication & Presentation Skills

### Personal Profile

Father Name	Muhammad Habib Ullah
Date Of Birth	23-06 -1996
N.I.C No	34104-0596134-3
Nationality	Pakistani
Marital Status	Single
Domicile	Gujranwala (Punjab)
Religion	Islam
Language	English, Urdu & Punjabi
Passport No	AH6881342
Expiry Date	21-02-2028
Qatar ID No	29658610676
Expiry Date	14-07-2024

### References

- W ill be furnished on demand.