



ABDUL SHAKOOR

INTERNATIONAL CITY, DUBAI.

00971508749199 | Abdulshakoor1285@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **Hafiz Muhammad Rauf Cargo Transport By Light and Heavy Trucks LLC** 05-2022 - Till Date
(Accountant Cum Cashier)
Contacting with shipping lines for best possible rates.
Perform basic math functions to collect payments and make change.
To follow and support port Day-to-Day operations related to own jobs.
Ensure that customer enquiries are answered in a prompt and efficient manner through face to face interaction.
- **BANK ALFALAH LIMITED** 04-2018 - 05-2022
(Counter Services Officer)
BANK ALFALAH LIMITED, Toba Tek Singh, Punjab, Pakistan.
I have worked on temenos T24 system to handle account transfers, GL FTs, issue bankers cheque and related transactions as per Bank's policies and procedures.
Used temenos T24 system processed cash related transactions which include Cash receipts, Payments, Exchange of Denominations, Credit Card payments, Fee payments, Cash advances, and Utility Bills Receipts as per Bank's policies and procedures.
- **JS BANK LIMITED** 04-2017 - 03-2018
(CASH SORTER)
I have worked as Cash Sorter at JS BANK LIMITED for 11 months.
- **JS BANK LIMITED** 02-2013 - 05-2014
(ASSISTANT RELATIONSHIP MANAGER)
Assistant Relationship Manager JS BANK LIMITED, Gojra, Pakistan.
I have worked on temenos T24 system and assisted customers with opening accounts and signing up for new services.
Opened New Accounts and made fixed deposits in existing Accounts.
Generated new business and referral clients in partnership with financial advisors and branch team.

Education

- Masters of Commerce M.com (Finance) 2014-2016

Skills

- Multi-Tasking Skills Highly Motivated Energetic Disciplined Responsible Efficient Punctual

Achievements & Awards

- Training on AML / CFT at Bank Alfalah Limited yousaf shah road Jhang. Training on FATF/ NCCT at Bank Alfalah Limited main branch faisalabad.

Languages

- English,Urdu,Punjabi,Hindi
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Personal Details

- Date of Birth : 10/08/1992
- Marital Status : Married
- Nationality : Pakistani
- Religion : Islam
- Gender : Male