

# JUNAID IQBAL

## Operation Manager



### ABOUT ME

Dedicated and results-oriented operation manager with over 4 years of experience in banking. Adept at overseeing financial operations, optimizing processes, and ensuring compliance with industry standards and regulations. Strong analytical thinker with a commitment to precision and a passion for helping organizations achieve their financial goals.

### EXPERIANCE

#### OPERATION MANAGER

**HABIB BANK LIMITED KARAK** Jan 2021 – Aug 2022

- Managing all related work with in branch. Account opening, complaint resolution, branch maintenance, audit objection resolution etc.

#### CASH OFFICER

**HABIB BANK LIMITED KARAK** Dec 2018-Jan 2021

- Receiving & processing all incoming payments, transfers, lodging cheques Home remittances, bank drafts, banker cheques and utility billing. Also handling all Cashier related inquiries from clients either in person, by phone, email

### DUTIES AND RESPONSIBILITIES

1. Branch sales targets
2. Managing branch deposits
3. Opening of branch cash vault and release of funds to tellers (System and Physicals).
4. Customer handling and TAT compliance and settlement of cash Transaction.
5. Resolving customers query and complaint regarding cash offered by branch.
6. Scrutiny of all transaction on daily basis ensuring hard copies is filled properly.
7. Generate branch vault day end closing report to ensure all physical cash is correct.
8. Posting of all Dr / Cr vouchers and got employees monthly salary.

**Visa status: Visit visa validity** (17 Dec 2023 to 17 Feb 2024)

📍 Dubai  
✉ Junaidkhattak32@gmail.com  
☎ 0561512048

### EDUCATION

**BBA HONS (Finance)**  
Bachelor of business administration

Khushal khan Khattak university  
Karak.

### SKILLS

#### ProjectManagement



#### ProblemSolving



#### Creativity



#### Leadership

