



SYED JAWAD ULLAH

CONTACT

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PERSONAL INFORMATION

- Passport Number : EU2744372
- Visa Status : Employment Visa
- Visa Expiry : February 2026

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
- Typing speed 40+ WPM..

WORK EXPERIENCE

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

Job Responsibilities

- selling and processing of Credit card
- selling and Processing of Personal loan
- Selling of Home finance and Auto finance
- Accounts opening.
- Inward Outward Clearing including OBC.
- Issuance of Pay order Demand drafts and CDR Cheque Book and Debit Card Management
- Following Bank Procedures When Performing Transaction.
- Payments of Home remittances (Foreign and domestics)
- Addressing customer by name with a smile and making small talk with customer while serving them.
- Ensuring transactions are complete and recorded with proper verification of documents and supporting documents from supervisor.

Worked as Business Development Officer in ALLIED BANK Ltd. (Jan-2016 – Nov-2020)

Job Responsibilities

- Selling and processing of Credit card
- Selling and Processing of Personal loan
- Selling of Home finance and Auto finance
- Accounts opening.
- 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.
- Payments of Home remittances (Foreign and domestics)
- Addressing customer by name with a smile and making small talk with customer while serving them.
- Adhering To All Bank Security, Audit, And Compliance Requiremen
- Ensuring transactions are complete and recorded with proper verification of documents and supporting documents from supervisor.

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