

Muhammad Awais

OBJECTIVE: A highly organized and hardworking individual looking for a challenging role in a reputable organization to utilize my skills for the growth of the organization.

EXPERIENCE

HABIB METRO BANK – CSO

MAY 2022 - To - PRESENT

Duties and Responsibilities:

- Ensuring the smooth running of basic banking transactions.
- Responsible for cash management.
- Knowledge of foreign currency.
- Physical verification of cash and system posting.
- Prepare & Issuance of Pay order & call deposit receipts.
- Maintain Cash Book, Cheque Return Register, Cheque Book, ATM and Captured Card Register.
- Looked after the day to day ATM operation ATM balancing and Captured Card.
- Handling inward and outward Clearing Cheque and collection of Clearing Cheque.
- Handling Customers ATM and Cheque books.
- RTGS Transaction Posting on system.
- Western Union, Ria, Money gram.

FAYSAL BANK – BSO

06 SEP-2021 - To - 06 MAY-2022

PAKISTAN CURRENCY EXCHANGE – CASHIER

NOV 2011 - To - 04 SEP-2021

CONTACT

0345-0345401

mhdawais1710@gmail.com

House # 358-359, St # 03, Block 10,
Gulistan-e-Johar Karachi.

INTERNSHIP

Compliance Department (LEA).
Al-Baraka Bank - Head Office Karachi.
25 Nov-2020 To 05 JAN-2021 (06 weeks)

EDUCATION

- MBA EXECUTIVE (2021)
Banking & Finance
VIRTUAL UNIVERSITY, LAHORE

COMPUTER SKILLS

- Efficient in Operation MS
WINDOWS (ALL VERSIONS)
- Strong Typing Skills

PERSONAL

Father Name:

Anar khan.

Date of Birth:

Aug.02, 1991.

N.I.C No:

37201-5827693-5

Nationality:

Pakistani

Religion:

Islam