

# ALLAH DITTA

## CONTACT



Dubai , United Arab Emirates  
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## SKILLS

- I am self-motivated, good time management skills I am punctual.
- Effective communication and interpersonal skills.
- Analytical and decision making ability.
- Fully Knowledge about foreign currency and maintaining Cash Counter.
- Knowledge about Word and Excel.

## LANGUAGES

English :: A1  
Beginner

Urdu :: A1  
Beginner

Punjabi :: A1  
Beginner

## ADDITIONAL INFORMATION

- Reference will be provided on demand.

Competitive Career in Reputed and Established Banking Organization where I could find immense opportunities to achieve the goals of banking organization.

## EXPERIENCE

April 2022 - October 2023

**Branch Trainee Officer (Universal Teller) Dubai Islamic bank Pakistan , Jhelum , Pakistan**

### RESPONSIBILITIES :

- Maintaining Cash As Per SBP Requirement s.
- Inward/ Outward /Intercity Clearing.
- Remittance and Utility Bills (Automated depending and Generating Report s).
- Deals in Foreign Currency and Balancing.
- Maintaining all types of files and Records as per SBP Requirement s.
- Customer service.

### TRAININGS :

- Attend the training in Dubai Islamic bank about Islamic banking for the period of 07 days
- Attend the training related Teller Skills.
- Attend the training related Anti Money Laundering.

March 2021 - April 2022

**Computer Data Entry Operator Wasfa Diagnostic center jhelum , Jhelum , Pakistan**

- Reporting making

October 2023 - I currently work here

**Warehouse worker Transguard Group LLC , Dubai , United Arab Emirates**

- Transported pallets and heavy stock using forklift equipment .

## EDUCATION

January 2019 - January 2021

**Bachelor of Science Computer Science, Mathematics**

**Allama Iqbal open university Islamabad , Islamabad , Pakistan**

August 2017 - November 2017

**Computer Course ( All computer Applications) Computer**

**Punjab Vocational training Institute , Jhelum , Pakistan**