

# Habib Ur Rehman

Visa status: Employment

Joining Status: One and Half month Notice

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## Why **Habib Ur Rehman**?

- ❖ Decisive and results driven professional Banker with rich expertise in Banking cash operation and Currency exchange backed by a Bachelor's degree in Accounting & Finance.

## CORE STRENGTHS AND ENABLING SKILLS

- ❖ Banking operations
- ❖ Cashier/Teller
- ❖ Time management
- ❖ AML/CFT compliance
- ❖ Complaints management
- ❖ Customer services
- ❖ Currency exchange
- ❖ MS Office (Excel)
- ❖ Stress management

## SOFTWARES

- ❖ Al Habib Banking system
- ❖ Temenos 24 Core banking
- ❖ POS system

## PROFESSIONAL EXPERIENCE

### Organization:

Designation:

Tenure:

Redha Al Ansari Exchange.

Cashier

Nov 2020 – Present



### Responsibilities:

- ❖ provide excellent customer service at branch customer
- ❖ To attend customers for all business transactions at the counter.
- ❖ Attending customers for making Remittance
- ❖ To answer customer complaints, branch detail enquiries, transaction enquiries, rate enquiries, conversion.
- ❖ Prepare End of day report & cash reconciliation
- ❖ To provide information of new or additional services.
- ❖ To perform a role of marketing & sales executive during off-peak business hours.
- ❖ Compliance with the policies and procedure design by UAE central Bank.
- ❖ To maintain records, prepares reports and performs work processing assignments & related clerical duties.
- ❖ To make sure that all the required tools are available in the branch and inform the Supervisor or the concerned dept for the same. e.g., flyers, posters, forms etc.
- ❖ To contribute towards branch business development.

**Organization:**

Designation:

Tenure:

**Bank Al-Habib (Pvt) Ltd.****Bank Teller****Nov 2009 – Dec 2019****Responsibilities:**

- ❖ Handling Cash & Payment Counter.
- ❖ Dealing with consumers regarding their queries.
- ❖ ATM replenishes on daily basis.
- ❖ Sorting of cash on closing hours.
- ❖ Deal with Main branch regarding delivering & receiving of cash.
- ❖ Perform business analysis of commercial clients for financing request
- ❖ Preparation of final report on closing i.e. Teller / ATM Sheet, Vault Position / Average Sheet.

**Organization:**

Designation:

Tenure:

**National Rural Support Program (NRSP).****Account Assistant (Cash officer)****Oct 2005 – June 2007**

National Rural Support Programme

**Responsibilities:**

- ❖ Receiving, sorting of cash and tracing of fake notes.
- ❖ Responsible for cash depositing in bank.
- ❖ Maintenance of the recovery, disbursement and Bank account records.
- ❖ Maintenance of bank account and reconciliation statement of Urban Poverty Alleviation Programme.
- ❖ Responsible for collecting and depositing the recoveries from the Area Managers & Field staffs.
- ❖ Making entries and generation of reports of MIS & FIS.
- ❖ Handling with petty cash, arrangement and supply of stationery items to field offices of (UPAP).
- ❖ Receiving the field expenses bills from the field workers, checking and correction of recovery sheets
- ❖ Correction of excess recoveries of borrower.
- ❖ Checking the appraisal forms of borrower posted in MIS & making cheque

**Organization:**

Designation:

Tenure:

**Tiens International Pvt (Ltd) Chinese Multi National Co.****Cash officer****Aug 2007 – Jan 2009****Responsibilities:**

- ❖ Handling of cash in all respect.
- ❖ Direct sale services.
- ❖ Receiving the cash from customers and responsible for presenting the daily sale report to the Manager.
- ❖ Responsible for cash sorting, dispatching and depositing in bank and also making cash report on closing hours.
- ❖ Correspondence with the customers regarding product services.

## PROFESSIONAL QUALIFICATION

- ❖ **B.COM** (Bachelor's in commerce)
- ❖ **D.COM** (Diploma in commerce)

## PROFESSIONAL

### ❖ Certification

- Cash basic Training certificate
- Clearing certificate
- Customer Services certificate
- Deposit
- AML/CFT Training certificate

## PERSONAL DATA

**Date of Birth:** 30 Dec,1982  
**Passport #** BN6032241  
**Marital Status:** Married  
**Religion :** Islam  
**Languages:** English, Urdu, Hindi, and Punjabi