



MUHAMMAD JUNAID

OBJECTIVE:

To pursue my career in a company that makes full utilization of my initiatives, to work as a part of team, to assume responsibilities and implement ideas and to use my abilities to contribute to the development and growth of the organization and work to the very best of my abilities and be an asset to the organization.

PERSONAL INFORMATION

Nationality Pakistani
D.O.B 07/10/1989
Passport No FF8791512
Passport Issue 31/08/2022
Passport Expiry 29/08/2032

Marital Status Married
Religion Islam

CONTACT DETAILS

ADDRESS

Ajman U.A.E.

PHONE

00 971 55 21 22 426
00 971 54 70 77 435

EMAIL

junaid.ubaid@hotmail.com

LANGUAGES

ENGLISH, URDU, HINDI

REFERECE

Would be furnished upon request.

PROFESSIONAL EXPERIENCE

- Two years' experience as an accountant at Ajman U.A.E.
- 2 Years' Experience as an operation manager in United Bank Limited Pakistan.
- 7 Years' Experience as a Head Cashier in United Bank Limited Pakistan.

Duties and responsibilities

- Responsible for providing customers with a warm and friendly environment and the highest level of customer service.
- Greeted all customers, operate the cash register.
- Communicated customer concerns and request to management.
- Processed all customer Debit & Credit transactions, Tendering cash, and credit according to policy.
- Ensure all charges are recovered as per Schedule of Bank Charges (SOBC) from customers to avoid any Financial loss.
- Ensure cash balancing are reconciled with cash on hand GL in all currencies to mitigate cash difference.

EDUCATION:

- Master Degree from AJK University Muzaffarabad Pakistan.

COMPUTER SKILLS:

- Good experience of MS-OFFICE especially MS-Excel, MS-Word.
- Good experience of Computerized Posting of Daily Transaction
- Internet Browsing, Internet and Email experience for Professional purpose.
- Typing speed 35 to 40 words per minute.