

Muhammad Haseeb Azhar Malik



Contact

Address:

United Arab Emirates

Phone:

+971 52 2200103

Email:

Hm9290152@gmail.com

Languages

Urdu – A1

English- A2

Summary

Bank teller with exceptional customer service and sales skills with a commitment to detail related skills include transacting and recording daily financial transactions, managing daily operations, customer Relations, and management of employees. Able to train new and existing employees on company policies and new regulations.

Skill Highlights

- Cash handling expertise
- Consumer Banking Specialist.
- Complex problem solver
- Customer Services
- Bilingual in English and Urdu.
- Compliance, Banking laws and regulations.
- Innovative
- Service-focused
- Account Opening & KYC making.
- Expertise in Oracle Publisher (Flexcube)

Experience

Branch Service Officer - 02/2020 to Present

Askari Bank limited, Islamabad, Pakistan

- Efficiently processed withdrawal, Deposit, payment etc.
- Sold accounts and other banking products.
- Balanced cash drawer, Vault and cash machines.
- Rapidly prepared customer and ATM cash and change orders.
- Handled various accounting transactions.
- Prepared, Sorted and Distributed branch reports.
- Maintained friendly and professional
- Customer interactions.

Intern- 11/2019 to 01/2020

Daraz.Pk

- Conducting background research on competitor, projects and other projects.
- Providing administrative and logistics support
- General assistance and organizational support to the department.
- Customer Services.

Education

Bachelor of Economics and Finance – 2015 to 2019

NUML University, Islamabad.

Certifications

Digital General Banking Training (certificate):

Cover the following areas: **Banking laws, AML/CFT policies,**

KYC (Know your customers) making, Cash Management, Remittance.