



NADEEM KHAN

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CAREER SUMMARY

I have an extensive experience as a **Branch Service Officer**(BSO) in banking sector covering customer relation, customer servicing, Customer screening, Transaction Screening, Cash Management and Banking Operations. I also have experience as a **Junior-Accountant**, apart from my Experience in banking operation.

EDUCATION

DEGREE/CERTIFICATES	UNIVERSITY/COLLEGE	SESSION
MBA major in Finance (18 Years of Education)	University of Swat	2018-2020
BBA major in Finance (16Yrs)	University of Malakand	2013-2017
Intermediate	Govt. High School Swat	2011-2013
Metric	Govt. High School Swat	2009-2011

ENGLISH LANGUAGE CERTIFICATES

Duolingo English Language Test & IELTS (Qualified)

BUSINESS SOFTWARES EXPERIENCE

Softwares Names	Level
Tally	Proficient
Quick Books	Intermediate

SKILLS

- Cash Handling • Receiving and Processing Banking Transactions • Tax Preparation • Auditing
- Petty Cash Management • Excellent Interpersonal and Communication Skills • Time Management
- Proficient in AML/CFT/PEPs/ KYC/CDD/ • Compliance • Customer & Transaction Screening Skills
- VAT Calculation • invoice Posting • Bank Reconciliation • Payroll and Cash Handling • Profit & loss
- Advance MS Excel skill including V-Lookups & Pivot Tables • Maintaining Acc. Receivable & Payable

EXPERINCE (CERTIFICATES)

ORGANIZATION	DESIGNATION	FROM / TO
United Bank Limited (UBL)	Branch Service Officer (OG-III)	24.10.2019 / 28.01.2022
Al Imran Cable Co	Junior-Accountant (Part-Time)	25.08.2016 / 15.09.2018

DUTIES AND RESPOSIBILITIES AS A BRANCH SERVICE OFFICER (BSO)/ Cashier

- Process all Transaction, i.e. PO/DD/CDR, I/W & O/W Clearing RTGs entries.
- Dealing with cash / cheque Deposit and withdraw.
- Resolve discrepancies in account opening process.
- Supervision of other Cashier Transaction after transaction Screening.
- Assisting customer in Account Opening, Remittances, Online Banking and Cash Withdrawals.
- Good knowledge about AML/CFT/PEPs/KYC/CDD/Audit/Compliance & Customer screening.
- Follow audit rules and processing the entries and report Large/ Suspicious Transaction to AML.

DUTIES AND RESPONSIBILITIES AS A JUNIOR-ACCOUNTANT (Part-Time)

- Maintaining record of Customer and supplier, preparing financial statement.
- Audit Facilitation, Inventory, Reporting, Preparation of Vouchers, Receipts and Cheques.
- Book-keeping & Reconciliation (Quick-Books). Handling of petty cash & bank reconciliation.
- Tax return (According to UAE Taxation systems) Including:
- Payroll Tax, Sale Tax, corporation Income Tax, etc.
- Reports on daily basis to top Management.

PERSONAL INFORMATION

Father Name	<i>Yousuf Khan</i>
Date of Birth	<i>10.02.1995</i>
Passport Number	<i>ZY4134362</i>
Gender	<i>Male</i>
Nationality	<i>Pakistani</i>
Religion	<i>Islam</i>
Languages	<i>English, Urdu, Pushto</i>
Marital Status	<i>Single</i>
Visa Status	<i>Visit Visa</i>

REFERENCES

Available on request.