

## AFTAB IQBAL

### **PERSONAL DETAILS & PROFILE:**

Address : Manama, Kingdom of Bahrain  
**Mob No. : 33218378**  
E-mail : aftabiqbal1066@gmail.com  
CPR No. : 840880634  
Passport No : VX1333351  
Date of Birth : 10<sup>th</sup> August 1984  
Nationality : Pakistani  
Marital Status: Married



A very confident, flexible, self-motivated and hardworking with excellent interpersonal communication, problem solving and organizational skills, with experience in time management. Enjoy a challenging work environment that includes leadership qualities, beside learning diplomacy from others demonstrating lateral thinking and taking responsibilities can speak Urdu, Punjabi and English.

### **WORK EXPERIENCE:**

**12/2015 to 09/2019 - SUMMIT BANK LIMITED, PARIS ROAD BRANCH, SIALKOT – PAKISTAN**  
**(Customer Service Manager – Officer Scale -1)**

- Handle Operational matters of the branch
- To attend queries and complaints of the clients
- To ensure that all client receive timely and courteous service from the branch
- Processing / monitoring all activities related account opening
- Processing / monitoring all activities related lockers issuance
- Responsible for daily / fortnightly / monthly balancing of cheque books/ security stationery / web pins / ATM cards
- Responsible for issuance / handling of cheque books
- To ensure timely submission of statement / reports to SBP / Head office.
- To follow instruction issued from the head office / regional office

**06/2008 to 12/2015 - SUMMIT BANK LIMITED, S.L.E. BRANCH, SIALKOT – PAKISTAN**  
**(Formerly MyBank Limited Head Teller – Officer scale II)**

- Performing Authorization of entries
- ATM cash replenish
- Prepare daily cash closing books (PKR & Foreign currencies)
- Issuance & balancing of ATM cards & Web pins
- Compliance of SBP policies & prudential Regulations
- Provide quality services to the customers of the banks
- Stay in touch with the customers to strengthen banking business
- Any other duty assigned by operations/ branch manager

**09/2007 to 06/2008 - HABIB BANK LIMITED BRANCH, SIALKOT – PAKISTAN**

**(Universal Teller – Officer scale III)**

- Receive and count working cash at beginning of shift
- Deals with inward & outward clearing cheques
- Accept cash and checks for deposit and check accuracy of deposit slip
- Process cash withdrawals
- Perform specialized task such as preparing cashier's checks, personal money orders, issuing traveler's checks and exchanging foreign currency
- Receive utility bill payments including electricity, telephone and gas
- Balance currency, cash and checks in cash drawer at end of each shift
- Dealing western Union, Express Money, Ammat and Malik Exchange

**05/2006 to 09/2007 -**

**SAUDI PAAK COMMERCIAL BANK LIMITED PARIS ROAD BRANCH, SIALKOT – PAKISTAN**

**(Universal Teller – Officer scale III)**

- Receive and count working cash at beginning of shift
- Deals with inward & outward clearing cheques
- Identify customers, validate and cash checks
- Accept cash and checks for deposit and check accuracy of deposit slip
- Process cash withdrawals
- Perform specialized tasks such as preparing banker's checks, personal money orders, issuing travelers checks and exchanging foreign currency
- Receive utility bill payments including electricity telephone and gas
- Balance currency, cash and checks in cash drawer at end of each shift
- Dealing western union and express money.

**EDUCATION & QUALIFICATION:**

(2003 – 2004) Studies modules such as Accountancy, Computer Education  
Bachelor of Commerce (B Com) Banking Currency & Finance, Income tax and other courses  
University of the Punjab  
Lahore.

(1999 – 2002) Studies modules such as Computer Education Mathematics  
& Physic  
Board of Intermediate and Secondary education  
Gujranwala

**COMPUTER & OTHERS SKILLS:**

Computer literate with experiences of using various software applications including, Microsoft, excel, PowerPoint, word, access beside competency in handling internet & e-mail communication & presentation skills, ability to work as a part of team, result oriented and target driven professional

**REFERENCES :** Available of request