

TALHA TAREEN

Central Banker

Focused Officer with 5 years of experience and knowledge. Advanced skills in ERP Oracle, Temenos T-24 and MS Office & Outlook. Known for having patience, professionalism and self-assurance in all situations and when interacting with all types of personalities.

Contact

Address

Bahawalpur, PB, 63101

Phone

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LinkedIn

<https://www.linkedin.com/in/talha-tareen-5528161b8>

Skills

Office administration ●●●●○

Payroll and budgeting ●●●○○

Customer Relations ●●●●●

File Maintenance ●●●●●

Performance improvement ●●●●○

Mail handling ●●●●●

Relationship building ●●●○○

Work History

2017-06 -
Current

Officer

State Bank Of Pakistan SBP BSC (Bank), Bahawalpur, Outside U.S./Canada

- Oversee day-to-day processing of payroll for 40 employees, review of 15 pension payments and computing pay in accordance with Bank's rules.
- Evaluated case documentation submitted by team members to check accuracy and compliance with department policies aimed at Bank's interest.
- Processing & Payment of Medical Expenditure Claims of Employees/Ex-Employees, Medical Vendors, Consultants, Medicine Suppliers
- Processing Leave applications, Rest & Recreation Leave Plans, Annual Audit of Leave Data for Reconciliation.
- Worked as Assistant Treasury Officer from Jan 2020 to August 2020 in Issue & Treasury Department where work was related to Receipt & Collection of Govt. Duties, Taxes and Government Payments.
- Annual Budget Reconciliation for Medical Expenditure
- Processing of TA/DA bills, Conveyance/Overtime Cases of employees.
- Dealing with employee benefit allowances, grants and personal loan cases.

Drug
inventory
management



Inventory and
restocking



Currency and
coin counter
operation



Team Player



Time & Stress
Management



Languages

English



Urdu



Punjabi



Hindi



Saraiki



Education

2018-11 -
2021-03

Master of Business Administration-Acc. & Finance

National College of Business Administration &
Economics- Lahore (NCBA&E)

CGPA- 3.68/4.00

2016-09 -
2018-08

Master of Arts- Economics

The Islamia University Of Bahawalpur - Bahawalpur
Graduated with 1st Division

2012-10 -
2014-09

Bachelor of Science

The Islamia University Of Bahawalpur – Bahawalpur
Graduated with 1st Division

Interests

Playing Football

Travelling

Urdu Poetry

Internet Surfing

Video Games

 Academic and Professional References will be provided on demand.