

NADEEM ASLAM



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OBJECTIVE

To attain a challenging position in an organization to contribute my knowledge, skills, and experience for the advancement of the organization while studying and making myself grow with the organization.

PERSONAL INFORMATION

DATE OF BIRTH: Jun 18, 1995

FATHER NAME: MUHAMMAD ASLAM

CNIC No: 31301-0582518-1

LANGUAGES KNOWN:

English and Urdu

SOCIAL STATUS: Single

ADDRESS & CONTACT DETAILS

CURRENT ADDRESS

Satwa Dubai

RESIDENTIAL ADDRESS

p/o Kotla Pathan tehsil khan
pur dist Rahim yar khan.

Whatsapp# +92 3226834305

REFERENCES

Personal & academic references will be provided on request

Extensive and diverse experience in the cash department. Process successful transactions for Money Exchange, Remittance, Western Union, Instant Cash, Instant Draft & Value Added Products. Record all transactions in the system promptly, accurately, and in compliance with company procedures.
Highly Proficient In Microsoft Office, and Flex cube Financial System.
Treat customer information with appropriate levels of confidentiality.

EDUCATIONAL BACKGROUND

YEAR	DEGREE EARNED	EDUCATIONAL INSTITUTION
2017	M-Com (Finance)	IUB BAHAWALPUR
2015	B-Com	IUB BAHAWALPUR
2012	D-Com	B.I.S.E Lahore
2010	Metric	B.I.S.E BWP

WORK EXPERIENCE

- Working as a **CSO (Teller) OG III** in **NRSP Microfinance Bank Ltd** from 23rd Oct 2017 to 5 April 2022 (4 years 5 months)

CURRENT JOB DESCRIPTION

- To receive and pay cash as per company policy.
- Daily balancing/sorting of cash.
- Prepare cash bundles for deployment to Wholesale and other Stores via Trans guard, ensuring the cash held in-store is within the assigned limits
- Record all transactions in the system promptly, accurately, and in compliance with company Procedures.
- Identify customers, validate and process cash payments and deposits from customers.
- Drive revenue through delivering service excellence, cross-selling, and identifying growth leads.
- Prepare cash bundles for deployment to Wholesale and other Stores via Tran guard, ensuring the cash held in store is within the assigned limits
- Prepare money transfer parcels ensuring proper contents are included and sums have been verified and reconciled before being dispatched.
- Undertake end-of-day processing, including the sorting of applications to enable the end-of-day reconciliation
- Pass vouchers for inter-counter transactions of Currency and Dirham movements
- Maintain receipts for financial transactions including customer

ORGANIZATIONAL AND OTHERS SKILLS

Currency knowledge Understand exchange rates

Ability to identify forfeited notes

- Understand exchange rates
- Ability to handle multinational customers
- Numerical skills
- Excellent interpersonal skills
- Understand exchange rates
- Ability to handle multinational customers
- Numerical skills
- Excellent interpersonal skills
- Ability to cross-sell
- Ability to work under pressure

UAE LICENSE

Motorcycle
License No.
4365914
Expiry Date
27-10-2022

signatures, identifying and reporting any compliance breaches.

- Ensure the POS machine reports tally with the executed transactions.
- Properly sorting Bank Note packets/bundles into issuable/ non-issuable as per SBP BSC standards.

IT PROFICIENCY

- ∂ Good command on of office Word, Excel
- ∂ Good command Modules of Flex cube Banking Software (MF, CASA, RT)

PROCESS AND OPERATIONS

- Accept and physically keep a tally of cash amounts
- Undertake KYC as detailed by the Company Policy and Procedures
- Prepare all types of remittance applications including WU, IC & Misc. products
- Raise STR reports for the suspicious transaction, escalating to the Team Leader as soon as a concern has been identified
- Proactive in identifying concerns about risk, and cost optimization to ensure the ultimate service delivery
- Prepare end-of-day reports, ensuring currency reconcile against daily stock reports
- Identify any discrepancies and report these using the appropriate processes.
- Ensure all transactions are accurately entered into the AS400 system/common gateway

CUSTOMER FOCUS

- Extend superior customer service by attending to customer queries, complaints, amendments, and cancellation as per procedures
- Develop and build good relationships with customers.
- Identify and report any suspicious customer activities to the relevant departments