



MUHAMMAD SAQIB

ABOUT ME

Personally, I would describe myself as ambitious visionary who works hard to achieve my goals. I am an active person who loves adventure. I am able to achieve my goal. Now I'm ready to take on a new adventure but this time regarding my professional career.

PERSONAL INFORMATION

E-mail: rana**saqib456@gmail.com**

Phone: +92324-4496922
+92307-4421814

Date of Birth: 10/06/1993

Marital Status: Married

Passport # **BE5334071**

Date of Expiry: 01/Sep/2026

Place of Issue: Lahore

LANGUAGE

ENGLISH, URDU, PUNJABI

Certificates

Institution Name (Peak solution College)

M.S Word

M.S Excel

M.S Outlook

All Courses basis on "3" Months

Duration

SUMMARY

Bank tellers are solely responsible for most of the money transactions between the bank and their customers. The role that they play is vital to the bank as they are the ones that process the withdrawals, deposits and payments etc.

WORKING EXPERIANCE

Company Name: Meezan Bank Limited

Designation: Branch Services Officer

Working Duration: From 2020 to Till

Company Name: Allied Bank Limited

Designation: Branch Services Officer

Working Duration: From 2015 to 2020

Responsibilities

- Accounts opening.
- ATM and cheque book balancing and issuance destroy reporting.
- Issuance/cancellation of Bank draft, payment order etc both in cash and transfer.
- Lodgment of cheque in clearing.
- Prepaid Branch expenses and vendors payment petty cash expenses.
- State Bank reporting, ITRS, fresh cash and month and stock reporting.
- Booking RTGS payments.
- Issuance of certificate like Term Deposit etc.
- GRD Inward/outward remittance proceed.
- Locker reporting balancing and custodian.
- Branch related taxes FBR payment.
- ATM and card capture related reporting.
- All cash activities performing.
- Resolve all quires of customer and internal compliance regarding branch issues.

Education

Degree Title: Master in Commerce

Year of Completion: 2019

Institute Name: National College of Business Administration & Economics, Pakistan

SKILLS

- Computer Skills
- Attention to Detail
- Helpful Courteous Approach to Resolving Complaints

Banking Software

Temenos T24

Hobbies

Playing Cricket, Traveling, Watching Movies