



Arshad Jahangir

+971569575404

arshadjahangir261992@gmail.com

Transguard Accomodation 16 SonaPur Dubai

OBJECTIVE

My objective is to work in an organization that offers a creative, dynamic and challenging working environment & to supplement existing knowledge and refine learned techniques by obtaining a position in a highly reputable institution.

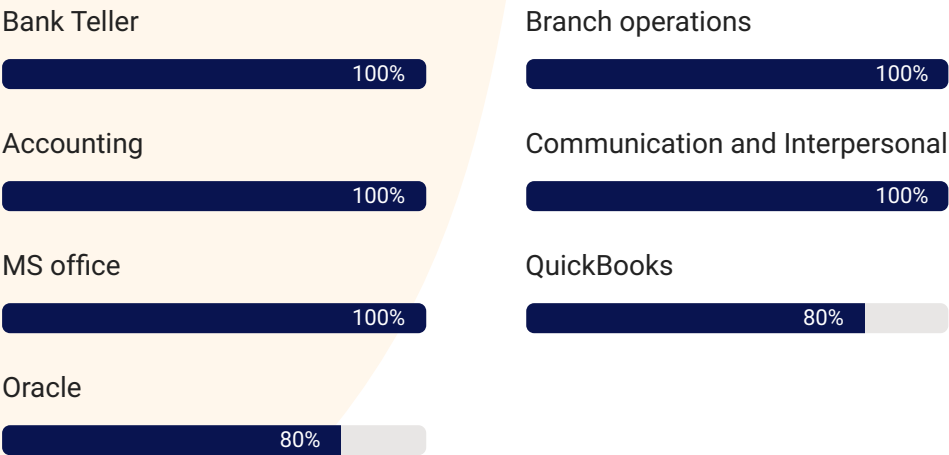
EXPERIENCE

- 25-11-2023 - Till Date**
 - **Hotel Conceirge**
Transguard Group LLC UAE
Joined Transguard Group LLC on 25th Nov 2023 as Hotel Conceirge.
- 23-09-2016 - 09-11-2023**
 - **Cash Officer/ Branch Manager**
National Bank of Pakistan
Cash Officer (From September 2016 to December 2018)
Ensuring Real Time Posting in bank software in compliance with the bank policies and regulations.
Cash Receipts / Payments
Government Treasury Receipts / Government Pension Payment
Utility Bills Collection / Remittances Payment / ATM Cash feeding
Branch Manager (From December 2018 to August 2020)
Branch business development and Account Opening
Oversee branch operations, DTRs checking customer service, and financial transaction
Ensure compliance with laws and rules and regulations of Bank
- 21-12-2014 - 19-09-2016**
 - **Teller / General Banking Officer**
MCB Bank LTD Pakistan
Teller General Banking Officer (From December 2014 to November 2016)
Ensuring Real Time Posting in bank software in compliance with the bank policies and regulations.
Cash Receipts / Payments / Utility Bills
ATM Cash feeding and replenishment
Account Opening Process
Remittances (Clearing and Transfer cheque posting)

EDUCATION

- 2017-2019**
 - **MS Management Science**
City University of Science and Information Technology Peshawar
3.2/4.0
- 2009-2013**
 - **BBA (Hons)**
Institute of Management Studies University of Peshawar
3.7 CGPA

SKILLS



LANGUAGES

- English
- Urdu

PERSONAL DETAILS

- Nationality : Pakistani
- Passport : BM8100272
- Visa Status : Work Visa Transguard Group LLC