



# 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

---

Bank Teller

100%

Accounting

100%

MS office

100%

Oracle

80%

Branch operations

100%

Communication and Interpersonal

100%

QuickBooks

80%

## LANGUAGES

---

- English
- Urdu

## PERSONAL DETAILS

---

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