

Islam Bahadur

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Address: Mardan, Khyber-Pukhtonkhwa, Pakistan

Designatin: Cashier Executive



Professional Summary:

Forward-thinking Operations Specialist bringing 8 years of expertise in Fund Management, Finance, Accounting & Audit for Manufacturing, Banking & Microfinance sector businesses. Cultivates rapport with individuals to optimize Company goals and output, resolve complex problems and deliver innovative improvement strategies.

Professional Experience:



Gatronova Industries Ltd. Novatex (BOPET PLANT) Sheikhpura.

Designation: Cashier Executive

July-2023 to Continue

☐ **Primary Responsibilities:**

- **Cash Handling:** Receive, process, and manage cash transactions, including receipts, payments, and refunds.
- **Accounts Management:** Maintain accurate records of cash transaction.
- **Financial Reporting:** Prepare daily, weekly, and monthly financial reports.
- **Petty Cash Management:** Manage petty cash funds, ensuring timely replenishment and reconciliation.
- **Bank Transactions:** Coordinate bank transactions, including deposits & withdrawals.
- **Employee Advances:** Manage employee advances, ensuring proper documentation and reimbursement.

☐ **Compliance Responsibilities:**

- **Compliance with Financial Policies:** Adhere to company financial policies and procedures.
- **Audit Support:** Assist in internal and external audits, providing necessary documentation.
- **Regulatory Compliance:** Ensure compliance with relevant laws, regulations, and industry standards.

☐ **Additional Responsibilities:**

- **Maintain Confidentiality:** Ensure confidentiality of financial information.
- **Team Support:** Provide support to other departments, as needed.
- **Process Improvement:** Suggest process improvements to enhance efficiency and accuracy.

☐ **Key Performance Indicators (KPIs):**

- Accuracy of cash transactions.
- Timeliness of financial reporting.
- Cash flow management.
- Compliance with financial policies and regulations.

Designation: Universal Teller/ Cash Officer

Mar-2022 to Jul-2023

☐ **Responsibilities:**

- Account Opening
- Cheque Book/ATM Issuance
- CDR/TDR/PO/Bankers Cheque Issuance
- GTGS/Online Transfer
- Foreign Remittance Processing
- Cash officer Backup Duties



MobilinkBank
Microfinance

Mobilink Microfinance Bank-Ltd. Timeragar-Branch, KPK Pakistan.

Designation: Customer Service Officer/Cash Officer

Jan-2021 to Mar-2022

☐ **Responsibilities:**

- Account Opening
- Cheque Book/ATM Issuance
- CDR/TDR/PO/Bankers Cheque Issuance
- GTGS/Online Transfer
- Foreign Remittance/Utility Bills Processing
- Loan Processing/Disbursement/Settlement
- Cash Payment/Receipt



اپنا بینک

Apna Microfinance Bank Ltd. Mardan-Branch, KPK Pakistan.

Designation: Counter Service Officer/Cash Officer

Apr-2018 to Jan-2021

☐ **Responsibilities:**

- Account Opening
- Cheque Book/ATM Issuance
- CDR/TDR/PO/Bankers Cheque Issuance
- GTGS/Online Transfer
- Foreign Remittance/Utility Bills Processing
- Loan Processing/Disbursement/Settlement
- Cash Payment/Receipt



Kashf Foundation (Microfinance Institute) Mardan-Branch KPK, Pakistan.

Designation: Management Trainee Officer/Field Audit & Operations

Feb-2017 to Apr-2018

□ **Responsibilities:**

- Field Mobilization
- Screening of new Customers
- Loan Disbursement/Settlement
- Recovery of Installment
- Audit of Customers/Documents
- Loan Processing/Disbursement/Settlement
- Cash Payment/Receipt

Professional Skills:

- SAP S4/Hana
- I-Flex,FCC
- T24 (Core Banking)
- AB-III
- Microsoft Office
- Data Analytic & Reporting
- Time Management
- Policies & SOP's
- Reporting and documentation
- Business operations
- Budget Management
- Risk assessment
- Regulatory compliance

Academic Qualifications:

- **Master of Arts (Economics):** Bacha Khan University Charsadda,KPK,Pakistan 2022
- **Master of Commerce (Finance):** Abdul Wali Khan University Mardan,KPK,Pakistan 2014
- **Bachelor of Commerce (Finance):** Abdul Wali Khan University Mardan,KPK,Pakistan 2012
- **FSc (Pre-Medical):** Board of Intermediate & Secondary Education Mardan,KPK,Pakistan 2010
- **Matric (Science):** Board of Intermediate & Secondary Education Mardan,KPK,Pakistan 2007

Reference:

To be furnished on demand.