

MUHAMMAD ARSLAN

Cashier, Teller, Customer Services Officer, Sales officer



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D.O.B: 19-02-1988

Nationality: Pakistani

Gender: Male

Marital Status: Married

Address: Talal Market villa 6 near Horlenz

Visa status: Cancelled Visa

EDUCATION

Master (Mass Communication)

University of Sargodha
2010-2012

Graduation

University of Sargodha
2008-2010

SKILLS

- MS Office
- Computer Knowledge
- Working on Mysis, IMAL, HPLUS

LANGUAGES

- ENGLISH
- URDU
- HINDI
- PUNJABI

ABOUT ME

Self-motivated, able to work independently and as a team member. Able to meet operational headlines. Adapt well to new concepts and responsibilities. Establish solid working relationships with professional staff at all levels in team effort to meet company standards of quality & accuracy. Manage multiple tasks by setting priorities according to need, urgency and special request.

WORK EXPERIENCE

Mabeaat (EIB) - UAE
Sales Officer

05 March 2024 to 01 May 2025

- Dealing with Credit Cards (Emirates Islamic Bank)

Summit Bank PVT LTD.

2017 to 2023

Teller, Cashier

- Cash Handling
- Receipt Payments
- KYC /AML
- Remittance / Western Union, Express Money, Al Ansari / Amanat Cash
- Account Opening
- Foreign Currency Dealing
- Fund Transfer
- Salaries Transfer/Monthly Balancing

BankIslami PVT LTD.

2015 to 2017

Customer Services Officer (CSO)

- Cash Handling
- Receipt Payments
- Issuance of Payment order / demand draw and CDR
- Remittance / Money Garam, Ria Money, Express Money, Malik Exchange
- Account Opening
- Foreign Currency Dealing
- Fund Transfer
- Monthly Review of Dormants Accounts
- Monthly FC Reporting

KASB Bank LTD (Merge into BankIslami PVT LTD) 2013 to 2015

Customer Services Officer (CSO) and NSP

- Cash Handling
- Receipt Payments
- Issuance of Payment order / demand draw and CDR
- Remittance / Money Garam, Ria Money, Express Money
- Account Opening
- Inward and outward clearing
- Fund Transfer

REFERENCES

WILL BE FURNISHED ON REQUEST