

# Ghulam Abbas

Analytical, detail-oriented professional with 4+ years of extensive experience in providing exceptional customer service, administering customer transactions, and promoting company offerings in the banking industry. Exceptionally organized and focused, demonstrating an outstanding aptitude to manage and balance a variety of financial transactions in a fast-paced environment



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CITY AL RIYADH QADSIYA AL JABAR ROAD SOUDI ARABIA



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## WORK EXPERIENCE

### Branch Service Officer

#### Faysal Bank Ltd.

- To accept and process cash deposit receipt local and foreign currency utility bills and withdrawals including online transactions after duly verifying authenticity of the currency notes and instruments
- To initiate process of issuance of remittance orders demand draughts fund transfer charges as per the prescribed process. Accept online deposit payments from customers as per operational manual procedure process involved and outward clearing.

## SKILLS

Balancing Ledgers Deposits and Withdrawals

Account Maintenance Stock keeping

Investment Management Reporting Skills

Excellent Communicator Teamwork

Problem Solving Time Management

Financial Task Administrativ

Computer Hardware software Knowledge

## EDUCATION

Master in Information Technology 2017  
Superior University\_Lahore

Bachelor in Commerce 2015  
Punjab University Lahore

Intermediate in Commerce 2013  
BISE Gujranwala

Matriculation 2011  
BISE Gujranwala

## CERTIFICATION

B.ed (2016)

Allama Iqbal Open University Islamabad

## INTERESTS

Using Internet

Study

Traveling

Google Searching

Outdoor Activities

Volley Ball

Foot Ball

## Language

25%

Arabic

95%

Urdu

95%

English