



MUHAMMAD ROOHAN

Professional Banker

PROFILE

To equip myself with the practical knowledge to face the challenges of competitive environment in the field of finance and to prove myself to be a team player by being member of a highly professional, creative, open minded and productive organization.

CONTACT

PHONE:

+92341 2108747

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roohan_gr8@hotmail.com

SKILLS

- Computer Literate
- Problem Solving
- Multi-Tasking
- Sales
- Ledger Balancing
- Cash Handling
- Teamwork
- Good Communication
- Customer Services
- Written & Verbal Communication
- Ability to work in pressure & in long working hours.

LANGUAGES

- English
- Urdu

EDUCATION

Ilma University

July-2017 – June-2021

- Bachelor of Business Administration (BBA) in Banking and finance.

Government Degree Science & Commerce College Gulshan-e-Iqbal (2014)

- Intermediate (Pre-Engineering)

Sunbeams Grammar School (2012)

- Matriculation (Computer Science)

WORK EXPERIENCE

Bank Al Habib Ltd (March-2017 to Present)

1) Bank Al Habib Ltd-Officer Grade I

January 2023–Present

- Working as a Universal Teller in Bank Al Habib Ltd.
- Performs daily branch banking operations such as Remittance, Clearing, Account opening, funds transfer, RTGS prism transfer, Issuance of Banker's Cheque.

2) Bank Al Habib Ltd-Officer Grade II

January-2020 to December-2022

- Worked as a Chief Cashier
- Deals in receiving & payment of cash including PKR, FCY and National prize bonds over the cash counter.
- Daily replenishment of ATM Cash.
- Maintains daily GL records.
- Overall Handling of Cash Department.

3) Bank Al Habib Ltd-Officer Grade III

March 2017 to December-2019

- Worked as Cashier
- Deals in receiving and payment of PKR such as School fees, Utility bills.

CERTIFICATIONS

- Universal Teller Course from Bank Al Habib Ltd (Nov-2023)
- Fresh Teller Course from Bank AL Habib Ltd (March-2017)
- Microsoft Office 2007 from Aptech Computer Education (Haidery Academy, Nazimabad campus).(2012)
- IT Essentials: PC Hardware & Software from Cisco Networking Academy (2012)

REFERENCES

- Will be furnished upon request.