

MUHAMMAD BABAR KHAN

Address

House No 1254 Momand
Colony Kohati Gate Peshawar

Phone No

+92-3159029734

Whatsapp No

+92-3159029734

Email

babarkhan007342@gmail.com

PERSONAL INFORMATION

Father's Name: Munir Khan
Date of birth: 22/04/1997
Nationality: Pakistani
Religion: Islam
CNIC: 17301-159125-1
Languages: English, Urdu, Pashto

CAREER OBJECTIVE

To seek a key position in the organization to play a vital role applying all of my capabilities and professional qualification to make my contribution in the progress/development of the organization and put in best of my efforts in achieving the organizational goals and objectives.

EDUCATION

- MBA (Specialize in Finance)** 2022
IBMS Agriculture University Peshawar
With 1st Division CGPA 3.5/ 4.00
- BBA (Specialize in Finance)** 2019
Agriculture University Peshawar
With 1st Division CGPA 3.15/ 4.00
- FSC(Pre-Engineering)** 2015
Nisar Shaheed College
With 2nd Division
- Secondary School Certificate (Matriculation)** 2013
Army Public Federal Board
With 1st Division

PROFESSIONAL EXPERIENCE



Allied Bank
Cash Officer

03 Jan 2022 to present

Job Responsibilities:

- Preparation of all cash related statements required by SBP and Head Office
- Cash receipt payment / sorting / posting. Utility Bills collections/ Cross Branch Transactions.
- Balance the cash at the end of the day
- Receives, issue receipts and deposits all cheques collected from external and internal clients
- Handling of all cash payments and bank deposits
- Effectively monitor and deposit COD cash on daily basis
- Monitor station and delivery expenses
- Preparation and verification of petty cash vouchers of all stations
- Daily ATM balancing as per sbp requirement
- Operating and maintaining cash register.
- Maintaining Cash Book
- Comfortable with cash handling
- Posting of entries using software
- Processing of Customer Data
- Record Keeping

**PERSONAL
SKILLS**

- Banking
 - Cash Flow Reporting
 - Cash Handling
 - Petty Cash Management
 - Accounts Payments Handling
 - Problem Solving
 - Account opening
 - Dormant activation
 - Account closure
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INTERNSHIP

National Bank **6 Weeks**
Peshawar - National Bank of Pakistan

**COMPUTER
SKILLS**

- Microsoft office word
 - Microsoft office Excel
 - Microsoft office Power point
 - Internet Research
 - Data Entry
 - Typing
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HOBBIES

- Reading
 - Cricket
 - Travelling
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REFERENCES

Will be furnished upon request.