



**RAHMAN
ULLAH**



rahmanjavid1@gmail.com

Mohalla Parich Khell Village & P/o
Utmanzai Tehsile & Distt Charsadda
Peshawar Pakistan



0333-9063069
0315-9063069

PREVIOUS EXPERIENCE

Handling of Cash receipt and payments.
Issuance and cancellation of CDR, PO, DD, and now BC
Cheque book receiving, issuing and

EXPERIENCE

BOM-THE BANK OF KHYBER

24 April 2021-To Till date

Presently Working as a Branch Operations Manager at
The Bank of Khyber Serdheri Main Branch Charsadda

GBO-THE BANK OF KHYBER

7 Sep 2020-To-23 April 2021

General Banking Officer at The Bank of Khyber Serdheri
Branch Charsadda

BSO-MEEZAN BANK LTD

10 Jan 2019-To-6 Sep 2020

Branch Service Officer at Meezan Bank Limited
Charsadda Branch

CSO-BANK ALFALAH

15 Feb 2016-To-06 Jan 2019

Counter Service Officer in Bank Al-Falah Peshawar Main Branch.

WORK EXPERIENCE IN BANK

15 Feb 2016-To-Till date

Presently working as Manager Operations

Manage all operations of the Branch by implementing Standard Procedure Manual (SPM), State Bank of Pakistan (SBP) Prudential Regulations, Core Principles and all applicable rules & regulations

Maintain high level of Customer Service Standards in the Branch with particular emphasis on cash counter

Ensure that check and control systems are in place

Maintain a zero complaint environment in respect of collection of utility bills, collection / receipts of Govt. Revenues, Pension and salary payments to Govt. and other employees in particular and other customer services area.

Preparation, implementation and monitoring of Branch's Expense Budget

Approval of expenses within delegated authority/approved budget

Proper operations of lockers, safe custody of articles and other services provided to Bank's customer.

Maintenance of Branch Books in accordance with prescribed procedures.

Deduction/ recovery of service charges as per Bank's SOC.



balancing.
Fund transferring and Stop payments
Remittance money Gram Ria, Express
Money.
Clearing local and inter City and also
OBC.
Maintain Balance Book, Cash balancing
as Head Teller.
ATM Balancing and reporting of
Retract Cash maintain record of
capture card

SKILLS

MS Office
Internet Surfing, Email and
downloading.

OTHER COURSE & ABILITIES

English Language Course from Future
Vision Organization.
Three months Typing course from
Spectrum Computer College
Charsadda.
Six months Computer course from
Trade Testing Board Peshawar.

References:

EDUCATION

MSC ECONOMICS

Qualification:	Master of Science (M.Sc)
Subject:	Economics
Institute:	Bacha Khan University Charsadda
Year:	2014
Marks Obt:	(1 st Division)

Qualification:	Bachelor of Arts (B.A)
Subject:	Statistics, Economics
Institute:	University of Peshawar
Year:	2012
Marks Obt:	(1 st Division)

Qualification:	Faculty of Arts (F.A)
Subject:	Statistics, Economics
Institute:	BISE Peshawar
Year:	2010
Marks Obt:	(1 st Division)
Qualification:	Secondary School Certificate (SSC)
Subject:	Humanities
Institute:	BISE Peshawar
Year:	2008
Marks Obt:	(2 nd Division)

Qualification:	Bachelor of Education (B.Ed)
Subject:	Education
Institute:	AIOU Islamabad
Year:	2015
Marks Obt:	(1 st Division)
