

# **Hareem Iqbal**

MOBILE: 03452890287

## **Objective:**

Aiming for career in well reputed organization, which offers a challenging work environment with opportunities to contribute and learn.

## **Career History:**

1. Working in **JS Bank Limited** as a Client Services Officer since 2016 to present
2. Worked in **JS Bank Limited** as a Customer Relationship Officer since 2014 to 2016
3. One year teaching experience in "Education Trust Nasra School" since 2013 to 2014

## **Job Responsibilities:**

- Checking all necessary documents pertaining to Account opening (which include thorough checking of account opening form, .
- Timely resolution of discrepancies in the account.
- Sending customer's requests to CPU for change of address, statement frequencies, change in A/c officer codes etc.
- Preparing balance certificates as per client's request.
- Implementation of stop payment.
- Processing of account to account transfer / Salary credit of clients.
- Ensure checking of ITJ on daily basis.
- Ensuring understanding & maintenance of Dual controls.
- Preparing Audit reports for companies
- Locker handling
- Processing of transactions as per SQ standards and TAT
- Account statement printing, A/C to A/C transfers, Pay orders, Demand Drafts & managing & reporting unclaimed deposits.
- Any other work assigned from time to time.
- Handling of Teller Services Counters which includes processing Cash, Clearing, Collections & Remittances (Pay Orders, Drafts) both Local & Foreign Currency, utility bills, inward / outward collections.
- Payment to Western Union customers after approvals are in place.
- Payment of Home Remittance Transactions.
- Processing of FBR documents, W H Tax, Account to Account Transfers, FCY Conversion.

**Academic Qualification:**

- MA in process
- MBA in process
- Bachelors of Commerce (B.COM)
- Intermediate in Commerce.
- Matriculation in Science.

**Skills/ Key Competencies:**

- Hands on experience on T24
- Professional Communication
- Leadership
- Taking Responsibilities
- Maintaining emotional control under stress
- Working in group dynamically
- Proficient in MS Office
- Managing Events

**Personal:**

Father's Name: Syed Iqbal Ahmed  
Date of Birth: May 13, 1995  
Nationality: Pakistani  
Marital Status: Single  
Religion: Islam  
CNIC NO: 42101-3543912-8