



BILAL KHALID

House No. 882/21-A Abid Majeed
Road, Azizabad, Rawalpindi
0312-1585235
bk0096276@gmail.com
37405-7036569-5

<https://www.linkedin.com/in/bilal-khalid-22a02b202>

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

EDUCATION

BS (Economics & Finance)

National University of Modern Languages (2017-2021) **3/4CGPA**

Member of NES {Numl Economic Society}

Intermediate of Commerce

FG Sir Syed College the Mall Rawalpindi Cant (2016)

Matric

FG Boys High School Nol Tariqabad (2014)

Language:

English, Urdu, Punjabi

EXPERIENCE

- 3.5 year experience as a Universal Banker (MG11) at Allied Bank Limited
- Performed duties of Teller to BSO while ensuring the wide spectrum of financial transaction works as a Universal Banker. Overall responsibilities includes following:
- Cash Receipt and Payment transactions over the counter
- Remittances payment over the counter
- Collection Of Various Utility Bills, Government Fee & Taxes and fee collection of different institutions.
- All cheques transfers entries
- Clearing Entries (Inward/outward)
- Clearing (Inward/outward) Entries.
- MS WORD, POWER POINT , MS EXCEL (Version 2003,2007,2010)
- 3 Months Office Automation Course from
- Swift Institute Rawalpindi

Professional Skills

- Active listening
- Leadership
- MS Word
- MS Excel
- MS Power Point
- Communication
- Time Management
- Team Work Spirit
- Opening of A/C Individual as well as Commercial Accounts
- Requesting Cheque books & Debit Cards
- Dormancy Removals of block accounts
- Address updates & other maintenances in accounts
- Addition of mandate in account
- Account closures.
- Lockers Handling
- Captured Cards
- ATM Replenishment
- PO / DD making
- Cancellation of PO/DD
- PO/ DD Encashments
- Account to Account transfers
- Online Transfers to other branches accounts
- Salary Transfers
- Clearing only includes Outward Clearing
- Payments to vendors, expense bills
- Bill transfers IESCO, SNGPL and PTCL