



UNIVERSITY OF AGRICULTURE, FAISALABAD

Directorate of Financial Assistance & University Advancement

OFFICE OF CAREER SERVICES

Despatch No. 2769 DFA & UA

Dated 14/3/2022

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E-mail: managercs@uaf.edu.pk

ON CAMPUS RECRUITMENT DRIVE WITH HABIB BANK LIMITED

Career Development Center is going to arrange this Drive at UAF. The hiring process would include a short presentation with a brief of the organization & the job role along with on-site testing of prescribed assessment followed by panel interviews of the successful candidates. The on boarding of these Cash Officers will be swift & smooth and will be done before March 31, 2022.

Cash Officer's responsibilities include:

- **Compliance & Control** - Implement all processes as per the bank's Standard Operating Procedures and agreed on KPIs to ensure adherence to the policies and maintain branch performance.
- **Security** - Safeguard the cash vault, stationery, and ATM, while processing transactions, to maintain security and reduce the banks' exposure to undue risk.
- **Reporting** - Maintain all cash related MIS / Cash Transactions Reporting on a timely basis as per defined policies, for facilitating reporting to the regulatory bodies (SBP) and senior management

Eligibility:

- **Age:** Max. 27 Years as of 31st March 2022 for Males & 35 Years for Females.
- **Qualification:** Graduate in any discipline (Preferably commerce & business graduates) with minimum 2nd division / 2.2 CGPA.
- Females are encouraged to apply.

How to Apply: Register via online link:

<https://forms.gle/8sYy6yhsTQVUSAMj8>

Venue and Time: Wednesday, 16 March, 2022, in Auditorium, at 10.00 AM

Team will conduct a test then interview. Bring your CV along with you.

For further details, please visit

Ms. Mehnaz Gul,

Manager Career Services, Office Career Services, Directorate of Financial Assistance & University Advancement, University of Agriculture, Faisalabad - Pakistan

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Facebook: <https://www.facebook.com/UAF.CDC> (UAF Counseling)

-Sd-

Dr. Muhammad Ahsan Khan,
Director (DFA&UA)

Dated: 14/3/22

Endst. No. DFA&UA/ 2770-2850

Cc.

1. All Deans, Directors and Teachers of Departments,
2. PO, Department of Library, with the request to display on the notice board,
3. Incharge, ITRCDB with request to post on website and university official Facebook page,
4. Hall Warden,
5. Secretary to the Vice Chancellor,
6. PA to Registrar

Mehnaz Gul

Mehnaz Gul,
Manager Career Services.

