**Gulfjobseeker.com CV No:** **1263702**

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**PROFILE**

Goal-directed, results oriented professional with a strong background and education. Self- motivated with high energy, initiative and focus. Keen to study from new roles and responsibilities. Professional, personable and articulate in presentations.

**STRENGTHS**

* CUSTOMER SERVICES REPRESENTATIVE
* PERFECT CASH HANDLING , FOREIGN PAYMENTS
* SALES & PROMOTIONS

**EXPERIENCE**

* **Worked at United Bank Limited (22nd Nov.2011 to 2nd Nov 2013**).
* CASH HANDLING, ONLINE TRANSFERS
* CLEARING CHEQUES INWARD OUTWARD
* FOREIGN CURRENCY HANDLING
* REMITANCES DD , TT
* ACCOUNT OPENING, VAULT BALANCING
* CASH BALANCING , PETTY CASH MANAGEMENT
* ISSUE CASHIER’S CHEQUES
* CLEAR FOREIGN PAYMENTS THROUGH
* WESTRON UNION , CASH OVER THE COUNTER SERVICES, EXPRESS MONEY
* BILLING, ISSUING CHEQUE BOOKS
* PROMOTING NEW LAUNCHING PRODUCTS
* SALARY TRANSFER

**Responsibilities:**

• Cash checks after ensuring that signature are verified  
• Receive checks and post entries into correct accounts  
• Manage balancing duties akin to currency, coins and checks  
• Verify dates on incoming checks  
• Ensure that customers’ loan information is processed and maintained appropriately  
• Receive cash from armored cars and count and verify cash  
• Verify cashier’s checks  
• Sort, file and record deposit slips  
• Manage bank vaults to ensure correct cash balances  
• Provide information to clients regarding bank services  
• Manage specialized services such as checking and savings accounts  
• Resolve discrepancies in accounts  
• Provide account balance information to clients  
• Accept and process loan payments  
• Transfer funds at the request of clients  
• Ensure that the cash drawer is balanced and maintained at all times  
• Endeavour to cross sell bank’s products  
• Open and close checking and   
• Perform end of the day recap of money and bank slips  
• Take advantage of sales opportunities to attract new customers  
• Post all cash and credit card entries into the database  
• Organize and restock workstation with supplies  
• Sell savings bonds and traveler’s checks  
• Stamp receipts and verify that the customer is who he or she claims to be  
• Compare signatures, photos and ID to verify customers

* **EVO TECH COMPUTER INSTITUTE**

(20th Aug’2009 to 15TH MAR’2011)

**Role: ADMINISTRATION , CO-ORDINATOR**

* Course Planning
* Managing staff
* Yearly Updates- daily schedule, admission policies, tuition and fees, calendar,
* event
* descriptions, staff bios and pictures
* seek new ways to improve office procedures
* participate in training: safety and child development
* visit other schools, attend conferences, etc.
* Speak and behave in a professional manner with staff, children, parents, visitors, service
* Be prepared to flexibly adapt to the diverse situations that arise in early childhood education.

**ACADEMIC ACHIEVEMENTS**

* MASTERS IN ECONOMICS AND FINANCE

University OF Karachi. (2010-2012)

* GRADUATE IN POLITICAL SCIENCES

UNIVERSITY OF KARACHI (2007-2008)

* INTERMEDIATE IN HUMANITIES

GOVT.DEGREE COLLEGE WOMENS NAZIMABAD (2005-2007)

* MATRIC

NORTH KARACHI GRAMMAR SCHOOL (2004)

**COURSE AND TRAININGS**

* **BANKING TRAINING: (2011-2013)**
* BANKING TRAINING AS PER RULES AND REGULATION OF STATE BANK OF PAKISTAN IN BETWEEN BANKING JOB FROM UNITED BANK LIMITED
* SYMBOLS TRAINING IN BANK, BANKING SOFTWARE CONVERT UNIBANK TO SYMBOLS FROM UNITED BANK LIMITED
* **AVIATION COURSE : (2013)**
* AVIATION COURSE FROM **SILVER WING AVIATION** PAKISTAN AT JINNAH TERMINAL AIRPORT

**COMPUTER SKILLS**

* UNIBANK : Well trained to work on BANKING system.
* SYMBOLS : BANKING SOFTWARE
* WESTRON UNION SOFTWARE
* COC SOFTWARE
* EXPRESS MONEY SOFTWARE
* PACKAGES : MS Office

**SOFT SKILLS**

Devoted to achieve maximum customer satisfaction in addition to meet and exceed expectations,Team work,hard working.honesty,Positive attitude, self discipline, resourceful and action oriented drive.

**PERSONAL DETAILS**

Marital Status : Married

Nationality : Pakistani

Date of Birth : 03-03-1986

Languages : English, Urdu

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.