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**Objective**

To seek a challenging job using my work qualification & experience and by the way of utilizing my potential for the organization.

**Academic Qualification:**

**G**raduation From University of Sindh Pakistan 1989.

**M**aster (Economics) From University of Sindh Pakistan 1993.

**Professional Acumen:**

**J**oined **United Bank Limited Pakistan** in 15th November 1990, as a Cashier.

**L**eft Bank in April 2005 as Officer. (Key Responsibilities = Cash, Remittance, Account.)

**J**oined **Bank Al Falah Limited Pakistan** September 2005 as Cash Deposit In charge.

**L**eft Bank in 30 November 2007. (Key responsibilities = Supervision of Cash Department, Supervision of Account Department. Supervision of Remittance Department.)

**Cashier’s Duties:**

Offering excellent customer service.

Daily cash and cheque handling including foreign payments.

Ensuring that the tills balance up at the end of the day.

Working effectively as part of a hardworking and customer driven team.

Processing all incoming payments received by mail, fax and email.

Handling all cashier related enquiries from customers.

**Cashier’s Skills:**

Excellent communication skills to build relations with customers face to face.

Good literacy and numeracy skills.

Can handle large amounts of cash efficiently and accurately.

Practical experience of processing and controlling a cash book.

Effective time management and be able to priorities.

Computer literate, able to use Word, Excel, Oracle, other Company financial support systems.

**C.D Incharge Core Qualifications:**

Excellent written communication skills

Extensive knowledge of regulations governing financial transactions

Good interpersonal and oral communication skills

Strong knowledge and understanding of all teller functions

Accurate performance of accounting and transactions

Above-average problem-solving and complaint resolution abilities

Thorough understanding of customer service standards and policies

Excellent supervisory abilities.

**C.D Inchrge Skills:**

Supervise all bank transactions (Cash, Transfer and Clearing).

Maintained all customer service standards.

Responded positively and resolved customer concerns and issues.

Ordered cash for drive through and teller stations.

Ensured adherence to teller function policies, standards and procedures.

Greeted customers and ensured tellers adhered to customer service standards in all transactions.

Resolved customer issues.

Approved and oversaw transactions as needed.

Completed balancing of currency and coin vaults.

Performed daily transmittal of cash advances.

Wrote teller schedules and provided training and development.

**Computer Skills:**

MS Office, MS Words, MS Excel, Internet, E-mail

**Personal**

More confident in working with growing world.

Perform work with honesty and professionally

Hard worker.

**Personal Data:**

Date of Birth: 15th November 1965.

Nationality: Pakistani.

Marital Status: Married