Dear Sir,

I was excited to see your opening in you organization, and I hope to be invited for an interview.  
  
My background includes serving as a **Customer Service Officer** in **BankIslami Pakistan Limited** in Branch Operations where my responsibilities included handling 250-400 customers daily. Take payments and deposits of customers as per system within assign limits, Receiving of bills and transfers Funds to their respective online accounts. Also deals with **Finance/Accounts** Monthly accruals Expense Entries. Suspense account Entries.Reversal of accruals Entries, ATM Replenishment ,Inward & Outward Remittances.

In addition to this experience, I gained considerable customer service skills during my part-time employment as a Front Desk Officer in Buffet restaurant while in high school.  
  
I also bring to the table strong computer proficiencies in MS Word, MS Excel and CRM database applications and a year of college (business major). Please see the accompanying resume for details of my experience and education.  
  
I am confident that I can offer you the customer service, communication and problem-solving skills you are seeking. I would welcome the opportunity to discuss my suitability for the position at an interview and can be contacted on

***Enclosure: Resume***

**OBJECTIVE *:***

Seeking a prosperous career in a dynamic organization to contribute towards the growth and objective’s of the organization offering opportunities for learning and career advancement.

**ACADEMIC ACHIEVEMENTS:**

MBA in “Banking& Finance” from **“*Karachi University Business School*”** in September 2014.

B.Com from **Karachi University** in 2011

.

Intermediate from **Johar Degree Govt. Boys College** in 2008   
  
Matriculation from **Metro Polis Academy** in 2006

**COMPUTER KNOWLEDGE:**

Browsing internet

Proficient to some extant in using various Accounting software

Good dealing with MS-Excel, & Word.

Fast Typing speed

**EXPERIENCE:**

* Working as **Customer Service Officer/ Universal Teller** in **Bank Islami Pakistan Pvt.Ltd**. in **Operations.** Since June 2013

**Job Description:**

* ATM Replenishment & G/L Balancing of ATM on Daily Basis
* Cash Handling daily opening and closing of cash vault As per SBP guidelines
* Pay order, Remittance-Clearing Balancing as per SBP guidelines
* Daily/Weekly/Monthly Reporting to HO/
* Fund Transfer / Pay Orders & Remittances
* Dormant Account Activation & Account Maintenance.
* Filing and Maintaining of Records related Branch operations.
* Ensured All work in Compliance to department policies and Procedures.
* Vouchers checking & verification
* Proficient in using iMALL Islamic Banking Software

**Trainings & Certifications**

* Success Full Completing Of Cash Handling & Branch Operations Training Certificate
* Success Full Completing of Islamic Banking Training.

**PERSONAL APPRAISAL:**

Hard working and result oriented in nature, disciplined, fast learner, flexible and friendly in nature and dedicated team member.

**PERSONAL DATA:**

**Date Of Birth :** 5-January-1991

**Domicile :** Karachi

**Marital Status :** Single

**Nationality :** Pakistani

**Religion :** Islam

**Languages :** Urdu, English

**First Name of Application CV No:** **1657224**

Whatsapp Mobile: +971504753686

