



# Ali Akber

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Maintained in-depth knowledge of bank products, services, and best practices. Provided customers with high level of service, privacy and confidentiality, and friendly, welcoming attitude. Handled all transactional services, including bank deposits, monetary withdrawals, financial transfers, and other bank transactions.

## Professional Experience

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### Bank Al Habib LTD

07/21 - 03/23

#### Officer Grade 3

- Processed daily client transactions, including deposits, withdrawals, money transfers, loan payments, and selling cashier's checks.
- Accurately maintained records of each transaction and ensured all documentation and paperwork was in place and within compliance.
- Assisted clients with various questions and concerns related to their accounts and bank products.
- Helped customers open and close checking accounts, credit cards, savings accounts, personal loans, and mortgages.

## Education

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### Cadet college murree

#### Matric

### NCR-CET college

#### Intermediate

## Certifies

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- Certification in introduction to anti money laundering

## Certifies

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- Certification in money exchange

## Key Skills

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- Cash handling and mathematics
- Customer service
- Computer knowledge
- Organization
- Problem-solving
- Written and verbal communication
- Processing transactions
- Attention to detail
- Maintaining cash drawer allocation
- Processing loans
- Teamwork
- Basic accounting