



AZHAR KHAN

A hardworking, resourceful and ambitious Relationship Executive and Bank Teller with 5 years of experience in retail and operations in banking/financial industry. Proven track record of accurate financial transactions. Highly responsive to high pace service and rapid change environment. Multitasking, dynamic marketer, focused on customer problem solving. Known as dynamic, initiative builder, hand-on leader and creative solution provider.

Contact

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balouchazhar8@gmail.com

302, Al Mansoor building
Rolla Street Bur Dubai,
Dubai

Education

2017-2019

MSc Economics

University of the Punjab Lahore,
Pakistan

2013-2015

B A Economics

Islamia University of Bahawalpur,
Pakistan

Language

English

Urdu

Experience

2021 - 2022

Bank Alfalah limited | Lodhran, Pakistan

Relationship Executive

A cooperative and dependable Relationship Executive with 1+ years of experience. Eager to support and maintain a high level of customer service, and public dealings.

2019 - 2021

Bank Alfalah limited | Lodhran, Pakistan

Cashier / Teller

Handle transactions for customers, including check cashing, deposits, withdrawals, transfers, loan payments, cashier's checks and opening and closing of accounts, Greet customers when entering or leaving establishment, Keep reports of transactions, Provide excellent customer service to ensure satisfaction.

2015 - 2017

Superior Group of Colleges | Lodhran, Pakistan

Admin Assistant

Answer and direct phone calls, Organize and schedule appointments, Plan meetings and take detailed minutes, Write and distribute email, correspondence memos, letters, Develop and maintain a filing system, Update and maintain office policies and procedures, Maintain contact lists, Book travel arrangements.

Skills

- Basic Math
- Time Management
- Product Knowledge
- Telephone Etiquette
- Strong Customer Service skills
- Dispute resolution
- Dependability
- Efficiency
- Flexibility
- Guest Services
- Attention to Detail
- Sales
- Point of Sale System
- Positive Attitude
- Punctuality
- Techniques
- Multitasking
- Interpersonal
- Communication/Written and Verbal Communication