

TAHA CHAUHAN

TELLER SERVICES OFFICER



 **MALE**

 **08-07-1995**

CELL 0582706355

TAHACHAUHAN@OUTLOOK.COM

H#359, Mohalla

Chauhan Street, Tench

Bhatta

SKILLS

- **Language**

English, Urdu, Punjabi

- **Computer**

Word, Excel, Powerpoint

OBJECTIVE

Forward-thinking professional offering a unique combination of creativity and analytical skill with the ability to assess both vantage points simultaneously for an effective balance of visual nuance and sound business decisions which are easily transferable into a variety of positions.

EDUCATION

- **Modern College of Commerce**

Bachelors in Commerce

2016 - 2018

- Accounting, Banking, Income tax

WORK EXPERIENCE

- **Bank Of Punjab**

TELLER SERVICES OFFICER

2019 - Now

Handle Cash related transactions which include Cash receipts, Payments, Exchange of Denominations, Credit Card Payments, Fee Payments, Cash Advances, Cash Sorting and Utility Bills Receipts as per Bank's policies and procedures. Handle Account Transfers, GL FTs, issue bankers cheque and related transactions as per Bank's policies and procedures

- **Gloria jeans Coffees**

Accounts assistant

2015 - 2016

Reconciling finance accounts and direct debits. Working with spreadsheets, sales and purchase ledgers and journals. Preparing statutory accounts. Controlling credit and chasing debt. Managing petty cash transactions. Sorting out incoming and outgoing daily post and answering any queries. Calculating and checking to make sure payments, amounts and records are correct.

- **Zong**

Customer Service Representative

2015 - 2016

Maintaining a positive, empathetic, and professional attitude toward customers at all times. Responding promptly to customer inquiries. Communicating with customers through various channels. Acknowledging and resolving customer complaints. Processing orders, forms, applications, and requests. Keeping records of customer interactions, transactions, comments, and complaints. Ensure customer satisfaction and provide professional customer support.

- **Shelby BPO**

Customer Sales and Services Officer

2013 - 2014

Generate Sales leads · Build sustainable relationships and trust with

customer accounts through open and interactive communication· Provide accurate, valid and complete information by using the right methods/tools· Take the extra mile to engage customers