





# Muhammad Zeshan

Customers Services Representative / Teller

## CONTACT

-  Dubai , UAE
-  +971555991516
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-  xeshankhan33@gmail.com

## PERSONAL DETAIL

Father's Name: Ashiq Hussain.  
Date of Birth: 06-03-1994  
C.N.I.C. #: 31201-5867251-3  
Passport: AQ5842512  
Nationality: Pakistani  
Domicile: Bahawalpur (Punjab)  
Religion: Islam

## SKILLS

- MS Office
- Typing Speed 35WPM
- Quick learner.
- Workout routine planning.
- Calm under pressure.
- Effective under pressure.
- Hard working and self-motivated.
- Scheduled maintenance.
- Time management.
- Communication skills.
- Public relations.
- Efficient driving.
- Lead development
- Customer service
- Customer relations
- Window Installation
- Internet Surfing
- E-mail

## PROFESSIONAL SUMMARY

As a graduate with Bachelor of Commerce degree in B.Com (Accounting), I am seeking a position to explore my skills to the best of my ability in a team oriented workplace and to develop experience using my educational background in any Business Development.

## Experience

- NRSP Bank as a Operation Officer/ Teller to 04/12/ 2019 to 13-2-2023.
- NRSP Bank as a Customer services Officer/ Teller to 20/07/ 2018 to 16-09-2019.

## Work History

- Cash handling
- Customer dealing
- Expenditure Report Monthly and Weekly
- Debit & Credit Entries
- Profit & Loss Account
- Ledger
- Account opening
- ATM Card received and deliver
- Check book receive and deliver
- Clearing
- Maintain KYC
- CIF
- SS Card
- Transfer Entries
- Voucher Maintenance
- CMS & Cash Position
- Currency management system maintenance
- ATM Replenish
- DD,PO Maintenance
- Loan Booking
- EOD entry
- Cross-selling

## Training:

- 01 days training Session on AML/CFT, Bahawalpur 30-11-2021.
- 04 days orientation training workshop for CSOs/Teller Dated 22 to 25-09-2020 .
- 04 days orientation training workshop for CSOs/Teller Dated 12 to15-02-2019.

## LANGUAGE

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- English
- Urdu
- Punjabi
- Saraiki

## EDUCATION

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**B.Com:** Accounting, 2016  
**AIOU**

**Higher Secondary Certificate:** Commerce, 2012  
**BISE Bahawalpur**

**Secondary School Certificate:** 2009  
**BISE Bahawalpur**

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## Other Course

- 06 Month Computer Course from AL Faisal Computer Training Center (01-03-2016 to 30-08-2016)
- 01 Month Computer Short Course From Aiml College Ahmad Pur East (07/2014)
- 03 Month English Spoken Course From Aiml College Ahmad Pur East (Feb to may 2015)
- 01 Month English Spoken Course From Aiml College Ahmad Pur East (07/2014)