



Hafiz Asad Aziz

Bank Teller - Cash

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I have over 5 years of experience as a bank teller, providing excellent customer service and handling transactions of over 3 million PKR per day with accuracy and efficiency. Currently working in a cash processing cell, where I mainly manage the cash flow between branches with other responsibilities Such as cit vans bill reconciliation and proper counting, sorting and balancing of cash.

Skills

- Customer services
- Cash management
- Adaptability
- Attention to detail
- Record keeping and documentation
- Customer confidentiality
- Microsoft Excel
- Power Bi

Experience

DATES FROM AUG 2021 – PRESENT

Cash Hub Officer / Meezan Bank Ltd

- Manage the cash needs and excesses of bank branches in PKR and FCY currencies.
- Count and sort cash (ATM, Fit-reissue, Rejected and Soiled)
- Reconcile the billing of dedicated & non dedicated van for cash hub branches.
- Balance the main cash vault.
- Conduct the regular audit of cash vaults and safe

DATES FROM JUL 2018 – AUG 2021

Branch service officer / Meezan Bank Ltd

- Delivered high-quality customer service, ensuring privacy, confidentiality and a friendly attitude.
- Handled all transactional services, including bank deposits, monetary withdrawals, financial transfers, and other bank transactions.
- Replenished ATM machine with cash.
- Sort and balance cash daily
- Resolved customer inquiries and concerns promptly and professionally, maintaining a friendly and professional demeanor at all times

Education

DATES FROM 2013-2017

Bachelor In Business Administration - BBA / Iqra University

DATES FROM 2010-2012

Intermediate In Commerce / Government Collage For Men.

DATES FROM 2008-2010

Matriculation In Computer Science / Ideal Federal Secondary School.

Certification

Certified Accounting Software Professional: From Ned Academy - Nov 2022

(Course content: Peachtree, QuickBooks, MS Excel)

Data Analytics and Business Intelligence: From Digiskill.pk - June 2023

(Course content: MS Excel, Power Bi, R and Tableau)

Personal information

Father Name: Aziz Uddin

Date of birth: 03-APR-1992

Country: Pakistan

Marital Status: Married

National identity card #: 42101-6986149-5

Religion: Islam

Language: English/Urdu
