

Shaheer Ahmed Khan



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PROFESSIONAL OBJECTIVE

To achieve all the skills and talents that I have acquired and developed over the years, and put into practice for the development of our company and my professional career.

POSITION APPLIED

A Position as *Teller, Branch Service Supervisor & Customer dealing* with a reputed banking that will allow me to utilize my unique abilities and advance my career.

Career Employment Chronology

- | | |
|-----------------------------|-----------------|
| • Teller role | June,18 2015 to |
| • Allied bank Ltd, Pakistan | Feb,2022 |
| • BSS Customer dealing | Mar,2022 to |
| • United Bank Ltd, | July,2023 |

• Experienced and Responsibilities

• Teller Role

• Allied Bank Ltd

- Established credibility with 150+ customer by remembering the names of regular and creating a friendly rapport with customers
- Adhered to strict safe deposit box operation and guidelines
- Customer dealing in foreign currency
- Organized 200+ customer transaction receipt to ensure fulfillment
- Assisted the supervisor with audit and daily vault balancing
- Promoted to head cashier by demonstrating accountability collaboration and customer focused service
- Customer leading to a 95% customer satisfaction score

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Branch Service Supervisor United Bank Ltd

- Supervised and conducted teller transactions while completing complex banking transactions for high volume banking operating handle 40 to 50 million per day
- Executed client service in receiving and paying out money and maintaining 100% accurate personal and commercial records
- Ensure operational guidelines, rules and regulations were followed verifying account balance, cashes approved checks, and balancing daily cash
- Led to team of 2 Teller, training in upselling goals, and meeting 95% of goals every quarter
- Engaged and assisted customer with banking needs via knowledge of banking products and best practices
- Processed 150+ daily customer deposits, withdrawals, and payments
- Balance cash drawer and ATM handling 4 to 5 million per day with 100% accuracy and attention to detail

Educational Qualification

Matriculation	2006	Govt Tamer-e-nou school	B
Enter	2008	Govt. Islamia College	B
B, com	2013	Shah Abdul Latif university	A
Master	2019	Preston University Karachi	3GP

Skills

- Punctual.
- Polite & Courteous.
- Committed & Responsible.
- Very methodical and well organized.
- Supportive team worker.
- Good Interpersonal skills.
- Exceptionally detail and multi-task oriented.
- Hard working.
- Quick Learner.

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- Love to Meet, Assist & work with people.

Personal Detail

Birth Date : 30-Nov-1989

Nationality : Pakistani

Visa status : visit visa

Expiry visa : 08-oct-2023

- References will be furnished promptly upon request from previous employers & industry -