

CURRICULUM-VITAE

HARDEEP SINGH
TELLER/CUSTOMER SERVICE
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OBJECTIVE

Would like to join an organization which provides me with a competitive environment where I can achieve my full potential and where my ability can contribute towards achieving the goals of an organization.

CURRENT WORKING

Working since JULY 2022 - Front line associate (FLA)



- Ensuring transactions are completed in an efficient manner with a high level of accuracy.
- Open / close branches as required and ensuring all tasks and checks are completed.
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards.
- Performs administrative tasks such as filing and making reports as per the vouchers.
- Provides support and information to customers, over the counter and by phone.
- Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' sheet at the close of each business day.

WORKEXPERIENCE



1.5-year experience as FLA

Duties and responsibilities-

- Teller/Remittance sound knowledge of remittances through bank.
- Working as a foreign currency cashier in the branch
- Well updated about the rates of the foreign currencies for day-to-day FC cash activities.
- Purchase & sale of all major currencies in the world.
- Perform transactions such as Remittance (transfers, Instant Money Transfers, Demand Drafts, etc.)
- Effect cash payments against valid instrument/voucher after proper signature

verification/identification.

- Handle sale/purchase of cash notes.
- Accept cash deposit after examining the notes for counterfeit, if any.
- marketing and promotional activities in the Branch.

LINGUISTIC ABILITIES

- Punjabi
- English
- Hindi
- Urdu

QUALIFICATIONS

- **2017- DIPLOMA** (Mechanical egg)
R&D centre for bicycle and sewing machine (Punjab School Education Board)
DIPLOMA: Training period and projects in diploma duration
Four-week industrial training at BANSAL ENTERPRISE. LUHDIANA
PROJECT:
X-Y Plotter change manual to automatic system.
- **2016 – Private schooling:** (+2)
Punjab School Education Board, PUNJAB
- **2014- Primary school:**(Class X)
All India Senior School Certificate Examination (PSEB)
Nankana Sahib Model High School, PUNJAB

COMPUTER KNOWLEDGE

- Software: MS-Office Microsoft Outlook.
- Operating System: DOS, Windows 95/98/2000/XP/VISTA.
- AUTO CAD CAM
- Designing: Photoshop
- Surfing the Internet.

PERSONALDETAILS

Date of Birth : 05-09-1998
Gender : Male
Nationality : Indian
Civil status : Un-Married
Driving License: INDIAN

DECLARATION

I truly and sincerely attest that the above information furnished by me is true and accurate to the best of my knowledge and shall be pleased to present myself for an interview on hearing from you.

HARDEEP SINGH