



Rao Muhammad Farhan

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Skilled and experienced bank teller with a Bachelor of Arts (Advanced Accounting) degree. Proven ability to provide excellent customer service, handle multiple tasks simultaneously, and work under pressure. Expertise in computer applications, including Microsoft Office and banking software.

WORK EXPERIENCE

- Bank Teller**
United Bank Limited
03/2022 - 10/2023 Lahore, Pakistan.
Achievements/Tasks
 - Provided excellent customer service to all customers
 - Processed cash and check transactions
 - Maintained accurate records of all transactions
 - Assisted customers with opening new accounts and other banking services

ACADEMIC CREDENTIALS

- Bachelor of Arts (Advanced Accounting)**
Allama Iqbal Open University
05/2023 Lahore, Pakistan.
- Intermediate (ICS-Physics)**
Govt. M.A.O Graduate College
2019 - 2021 Lahore, Pakistan.
- MATRICULATION (Computer Science)**
Govt. High School
2017 - 2019 Lahore, Pakistan.
- Certified Ethical Hacker**
NIAIS
04/2023 Lahore, Pakistan.
- Computerized Accountant**
Peak Solutions
03/2022 Lahore, Pakistan.
- Microsoft Office**
Gateway Computer College
04/2022 Lahore, Pakistan.

SKILLS

- Communication
- Customer service
- Cash handling
- Accuracy and attention to detail
- Skill Development
- Ability to multitask and work under pressure
- Technical proficiency in computer applications
- Excellent communication and interpersonal skills
- Easily Adaptable
- Service Work
- Analytical Skills
- Negotiation
- Sales
- Management
- Relationship Development
- WPS

CERTIFICATES

- Communication
- Microsoft Office & Excel
- Computerized Accountant
- Certified Ethical Hacker

LANGUAGES

- | | |
|--|--|
| English
Native or Bilingual Proficiency | Urdu
Native or Bilingual Proficiency |
| Punjabi
Native or Bilingual Proficiency | Hindi
Native or Bilingual Proficiency |