

MUHAMMAD HAMAIS KAMAL

A dedicated and dynamic individual, having more than five years of in hand experience in education and banking sector, with the aim to achieve successful career while applying best of my abilities for the betterment of your esteemed institution.



Contact

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Dubai, United Arab Emirates.



Main Skills

- ◆ MS Office (Excel, Word, PowerPoint),
- ◆ Communication Skills
- ◆ Marketing Skills
- ◆ Teaching and Management Skills
- ◆ Excellent Leadership
- ◆ Time Management
- ◆ Team Management
- ◆ Technologically Competent
- ◆ English Language Skills
- ◆ Presentation Skills



Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief



Education

2016

MA English Language and Literature
University of Sargodha, Sargodha

2020

MA Urdu
University of Sargodha, Sargodha



Professional Experience

Mar 2020 - Nov 2023

The Bank of Punjab, (02 Branches)

Head Teller (Cashier)

Also Handled Sales and Marketing of the Bank's Products

- ◆ Directly manage and supervise the Teller staff, providing guidance, support, and training as needed.
- ◆ Ensure smooth day-to-day operations of the Teller line, including cash handling, transaction accuracy and adherence to bank policies and procedures.
- ◆ Maintain a high level of customer service by addressing customer inquiries, resolving issues, and ensuring a positive customer experience.
- ◆ Oversee the processing of various financial transactions, including deposits, withdrawals, check cashing, and account inquiries.
- ◆ Manage the vault, ensuring proper cash levels, security protocols, and accurate balancing of cash drawers.

Aug 2016 – Jun 2019

Cadet College Jajja, Rawalpindi

Lecturer English

Also had an Experience as a Hostel Superintendent

- ◆ Prepare and deliver lectures, seminars, and tutorials in English language and literature courses, ensuring engaging and effective teaching methods.
- ◆ Develop course materials, syllabi, and lesson plans that align with the curriculum objectives, incorporating relevant literature, grammar, writing, and critical analysis.
- ◆ Evaluate and assess students' performance through assignments, exams, and projects, providing constructive feedback and guidance for improvement.
- ◆ Provide academic guidance, mentorship, and support to students, assisting them with academic and career-related inquiries.
- ◆ Engage in scholarly research activities, publish papers and articles in the field of English literature studies.