



Muhammad Faiz Usmani

TELLER,CASHIER

"Motivated banking professional having 4 years of commercial banking cashier experience, possessing strong commitment to quality customer services coupled with superb communication skills. Builds customer relations & loyalty by expertly resolving problems and quickly processing transactions."

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📍 Dubai, UAE

WORK EXPERIENCE

Counter Cashier Meezan Bank Ltd

11/2019 - 12/2023

Achievements/Tasks

- **Cash Handling:** Accurately receive, count, and disburse cash transactions while ensuring adherence to established procedures.
- **Customer Service:** Provide excellent customer service by addressing inquiries, processing deposits and withdrawals, and resolving customer concerns efficiently.
- **Transaction Processing:** Execute various financial transactions, including check cashing, money orders, and electronic fund transfers, while maintaining accuracy and compliance with regulatory standards.
- **Record Keeping:** Maintain meticulous records of daily transactions, ensuring accuracy and completeness for auditing purposes.
- **Currency Verification:** Scrutinize currency for authenticity and detect counterfeit notes, taking appropriate action in accordance with bank policies.
- **Cash Balancing:** Reconcile cash drawer at the end of each shift, ensuring that totals match transaction records and reporting any discrepancies promptly.
- **Compliance:** Adhere to all relevant banking regulations and internal policies to ensure a secure and compliant banking environment.
- **Professional Development:** Stay updated on industry trends, attend training sessions, and actively seek opportunities for professional development to enhance job performance.

EDUCATION

BBA (Hons)

The Islamia University Of Bahawalpur

2015 - 2019

FSC

The Moon College Bahwalpur

2013 - 2015

SKILLS

Leadership skills

Clerical Skills

Strategic Thinking

Customer-Centric Approach

Adaptability

Commitment

Graphic Designing

Cash Handling

Punctuality

Communication Skills

Good Team worker

Detail Oriented

Accountability

Administrative Support

Multi Tasking

Time Management

PROJECTS DURING STUDIES

Participated in YES Marketing Festival (2017)

- Selected a product according to market and target customers .
- Promoted the product and conduct sales .

Organized "PAINTING WALLS FOR PEACE" on Peace Week Project.

ACHIEVEMENTS

Certificate of successful completion of the "Kennedy-Lugar Youth Exchange and Study Program YES 2012-2013" by U.S. Department of State.

Certificate of appreciation by U.S Consulate Lahore as "Youth Group Director" 2014-2016.

Secured 1st position in Marketing Festival 2017 at The ISLAMIA UNIVERSITY OF BAHAWALPUR

Honored with the "Outstanding Volunteer Service Award" by U.S. Department of State.

LANGUAGES

Urdu

Native or Bilingual Proficiency

English

Full Professional Proficiency

INTERESTS

Social media activist

Photography

Book reading

Networking

keen to learn new sales strategies

Engaging in team activities