



SHUJAH ALI YAQOOB

📍 Sialkot, 51310, Pakistan

📞 +92-349-4701194

✉️ asaar797@gmail.com

SKILLS

- MS Office (Word, Excel, Power point)
- Good Communication and Interpersonal Skills
- Leadership and Management Skills
- Knowledge of T24 And Symbol Software.
- Ability to count packet of 100 notes in 16 -18 seconds.
- Ability to perform 300+ transactions in a day.
- Problem-solving

SUMMARY

Trustworthy Branch Service Officer with 6 years of practical experience and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines.

EXPERIENCE

April 2019 - January 2024

Branch Service Officer (Meezan Bank Limited) | Sialkot, Pakistan

- Remained calm and effective under pressure, responding to and resolving incidents quickly and appropriately.
- Prepared bank application forms and managed all documents for new accounts openings with outstanding attention to detail and confidentiality.
- Helped customers open, close and update bank accounts.
- Maintain Inward and outward clearing.
- Maintaining branch monthly budget.
- Answered customer queries about product prices, product availability and service changes.

January 2018 - March 2019

Universal Teller (United Bank Limited) | Sialkot, Pakistan

- Error free cash handling during deposits and payments to customers
- Recommended bank products and services to current and prospective customers.
- Assisted customers in accessing safe deposit boxes and ATM operations.
- Listened to customer feedback and followed-up on complaints to help improve satisfaction levels.
- Received cash and cheques for deposit, verified amounts and endorsements, and examined for counterfeit bills.
- Eliminated errors when balancing cash machine transactions, teller cash dispensers and teller cash recyclers.
- Placed stop payment orders on cheques following requests of customers or bank personnel.

ACCOMPLISHMENTS

- Best employee of the month (United Bank Ltd)
- Star award (Meezan Bank Ltd)
- Merit Scholarship Winner

EDUCATION

01/2017

Bachelor in Commerce

University of the Punjab

- Division: 1st Division
- Percentage: 62%

01/2015

F.Sc (Pre-Engineering)

Govt. Murray College, Sialkot

- Division: 1st Division
- Percentage: 65%

01/2013

Matric

City Public High School, Sialkot

- Division: 1st Division
- Percentage: 77%

Masters in Commerce

Virtual University Sialkot

PERSONAL INFORMATION

- CNIC Number: 34603-7214772-9
- Father's Name: Mohammad Yaqoob Rana
- Age / Date of birth: 07/01/98
- Gender: Male
- Marital status: Married

HOBBIES AND INTERESTS

- Reading Books
- Listening Motivational Speakers

LANGUAGES

Urdu, English, Punjabi: First Language