

# Rana Bilal Ashraf

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## OBJECTIVE:

*To be able to contribute my abilities and learned knowledge and at the same time gained better perspective in the accomplishment of the mission and vision of the company. I will work with and willing to be trained as a productive person.*

## PROFESSIONAL EXPERIENCES:

### Branch Service Officer: (Pakistan)

**MEEZAN Bank Limited**  
27 October, 2022 – Present

- Responsible for keeping bills /cash drawees for balances. Duties for counting all payments transactions already processed.
- Responsible of issuing receipts, refunds, credits or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Responsible for ordering of the stocks and checking of the delivered products / items in the store.
- Responsible of providing quality satisfaction of the customers as well as dealing with them in good manners.

### Cash Officer: (Pakistan)

**HBL Bank Limited (Probation)**  
23 May, 2022 – 25 October, 2022

- Responsible for keeping bills /cash drawees for balances. Duties for counting all payments transactions already processed.
- Responsible of issuing receipts, refunds, credits or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Responsible for ordering of the stocks and checking of the delivered products / items in the store.
- Responsible of providing quality satisfaction of the customers as well as dealing with them in good manners.

### Teller Service Officer: (Pakistan)

**MCB Bank Limited (Permanent)**  
13 October, 2020 – 26-April-2022

- Responsible for keeping bills /cash drawees for balances. Duties for counting all payments transactions already processed.
- Responsible of issuing receipts, refunds, credits or change due to customers.

- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Responsible for ordering of the stocks and checking of the delivered products / items in the store.
- Responsible of providing quality satisfaction of the customers as well as dealing with them in good manners.

**Universal Teller:  
(Pakistan)**

**United Bank Limited (Permanent)**

09 October, 2015 – 29 October, 2018

- Responsible for keeping bills /cash for balances. Duties for counting all payments transactions already processed.
- Responsible of issuing receipts, refunds, credits or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Responsible for ordering of the stocks and checking of the delivered products / items in the store.
- Responsible of providing quality satisfaction of the customers as well as dealing with them in good manners.
- Working in clearing department through NIFT.
- Checking daily activity.
- Prepare daily ATM log book.
- Ensure customer satisfaction through promoting excellence services.

**Technical skills:**

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- UBL Symbol Software

**HOBBIES:**

- Reading Books
- Playing cricket

**PERSONAL DATA:**

Father's Name: Rana Muhammad Ashraf  
Marital Status: Married  
Nationality: Pakistani  
Date of Birth: 2-8-1994

**EDUCATIONAL ATTAINMENT:**

- Superior College Lahore (M.I.T) Associate in Information and Technology
- University of Punjab (B.COM) Associate in Bachelor in Commerce
- Punjab College Lahore (I.COM) Associate in Intermediate in Commerce
- The Educator School Lahore (Matric) Associate in Science

**Reference:**

Will be furnished on demand