



AKBAR KHAN

Bank Teller,  
Cashier



+9710568722935  
Akbarofc99@gmail.com

• **Education**

**Bs Economic (hons)**  
Institute of management  
science.

• **Software**

**T24, Oracle, Tally.**

MS Word, MS Office, MS excel.  
Photo shop cs4. And Outlook

• **Skills**

Cash Handling Expert  
Customer Service Expert  
Baking Operation Expert  
Cash Counting Expert  
Financial Transection Expert  
Customer handling and  
communication Skills

• **Nationality**

Pakistani

• **Date of Birth**

07/03/1992

**Summary**

Bank teller with 4yeays of experience providing excellent customer service and accurately processing financial transaction. Adept at managing multiple tasks and quickly resolving customer inquiries.

**Work Experience**

**Cashier, Dustproof Fabrication Company (Feb 2023 to Feb 2024)**

Provides fast and excellent customer service to the customers in a very professional way complying with SGOT Rule (Smile – Greet – Offer – Thank)

Collection payment from customer by cash, card payment through Pos machine and received PDC and CDC cheques.

Deposited cheques to then bank, maintaining customer accounts and answering phone call and email.

Handling account payables and receivables and Managing petty cash, preparing bills and receipts.

**Bank Teller, Allied Bank Ltd Pakistan (Jun 2018 to Jan 2023)**

Performing all kind of counter services incudes cash payment, receiving cash, cheques deposit, payment and transfer to account, deposit receipts.

Payment of remittances and keep customer records.

Cash to be balanced and have zero cash shortages and overages to ensure daily functionalities are completed as per the agreed timelines.

Perform all financial transactions in a risk-free manner while maintaining the highest possible standards.

Assist the branch customers with information to address their concerns and achieve customer excellence.

Act as the joint custodian of till cash with the Manager to ensure dual custody requirements are maintained.

Ensure all teller transactions and other routine processing is done as per the laid down operating procedures and guidelines. Ensure due diligence is carried out with respect to money laundering and other regulatory requirements.

Pass transection accurately and most efficiently in limited time. Provided customers with elevated level of service, privacy and confidentiality, and friendly, welcoming attitude.

Opening of cash safe on time and keeping record on daily base and receiving utility bills, fee slips, deposit vouchers.

cash balance, tilly with system and keeping cash in safe drobox and Keeping accurate records for all daily cash transactions. Operating ATM machine on daily bases.