



**HAMZA ISHFAQ**  
**(CASHIER/ASSISTANT)**

## CONTACT DETAILS

**Location:** Hor Al Anz, Dubai  
**Permanent address:** Rawalpindi,  
Pakistan

**Contact Number:**  
+971555131945(Temporary)  
+923245199254(Permanent)

**Email Address:**  
[ishfaqh94@gmail.com](mailto:ishfaqh94@gmail.com)

**LinkedIn:**  
<https://www.linkedin.com/in/hamza-ishfaq-5b4863136/>

**Notice Period:**  
Immediately

**Visa Status:**  
Visit Visa

## ACADEMIC CREDENTIALS

➤ Bachelor of Business  
Administration(BBA)(Hons)  
PMAS Arid Agriculture University  
Duration: (2013 -2017)  
➤ HSSC (2011 -2013)  
FBISE /502 Model College Lalazar R.w.p  
➤ SSC (2009 -2011)  
FBISE/502 Model College Lalazar R.w.p

## PERSONAL DETAILS

**Date of Birth:**  
24-May-1993  
**Passport Details:**  
NR1844202 (Valid till Aug 2033)  
**Gender:**  
Male  
**Marital Status:**  
Single  
**Nationality:**  
Pakistani

## LANGUAGES

- Urdu (Native)
- English (Fluent)

## PROFESSIONAL SUMMARY:

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## CAREER EXPERIENCE:

### MEEZAN BANK LTD (BRANCH SERVICE OFFICER)

OCT2021 –Nov23

#### Duties & Responsibilities:

- ✓ **Cash Handling:** Responsible for efficiently managing and handling cash transactions at the bank branch, including deposits, withdrawals, and currency exchange, while ensuring accuracy and compliance with bank procedures.
- ✓ **Customer Service:** Provide excellent customer service by addressing customer inquiries, resolving issues, and assisting with their banking needs, ensuring a positive and professional customer experience.
- ✓ **Documentation and Record Keeping:** Maintain accurate records of all cash transactions, prepare daily cash reports, and adhere to the bank's documentation and compliance standards to ensure the security and integrity of financial transactions.
- ✓ **Cross-Selling:** Identify opportunities to promote the bank's products and services to customers, cross-selling additional banking products such as savings accounts, fixed deposits, and investment options, thereby contributing to the bank's growth and profitability.

### K.ASSOCIATES (OFFICE ASSISTANT)

SEP2017-OCT2021

#### Duties & Responsibilities:

- ✓ Overseeing clerical tasks, such as sorting and sending mail.
- ✓ Maintaining files.
- ✓ Make a list of sales invoices, revenue.
- ✓ Welcoming visitors in the Office.
- ✓ Sorting and sending mail.

## ACHIEVEMENTS:

- ✓ Employee of the Month in Meezan Bank Ltd(Star Award Winner)
- ✓ Promoted to be Senior OfficerII

## CORE COMPETENCES:

- ✓ Project Management
- ✓ Time Management
- ✓ Team Lead
- ✓ Multi-Tasking
- ✓ Problem Solving
- ✓ Ability to prioritize works accordingly

## SOFT SKILLS:

- ✓ MS Office
- ✓ T-24

## DECLARATION:

I Hamza Ishfaq hereby declare the details furnished in the resume are true and correct to the best of my knowledge.