



AROOSA HAMEED

PERSONAL INFORMATION

Nationality Pakistan
D.O.B 22/04/1993
Passport No CJ6274962
Passport Issue 25/07/2022
Passport Expiry 24/07/2027
Gender Female
Marital Status Married
Religion Islam

CONTACT DETAILS



ADDRESS

Abu Dhabi, UAE



PHONE

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EMAIL

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LANGUAGES

ENGLISH

URDU

SKILLS

- Computer skills
- Dexterity
- Interpersonal skills
- Analytical skills
- Attention to detail
- Teamwork
- Work independently
- Multi tasking ability

OBJECTIVE:

To pursue my career in a company that makes full utilization of my initiatives, to work as a part of team, to assume responsibilities and implement ideas and to use my abilities to contribute to the development and growth of the organization and work to the very best of my abilities and be an asset to the organization.

PROFESSIONAL EXPERIENCE:

- 09 months of experience as Branch Services Manager with Muslim Commercial Bank in Pakistan from June 2023 to Apr 2024.
- 2 year experience as Branch Operation Manager in Habib Bank Limited in Pakistan from 2021 to 2023.
- 7 months experience as Branch Operation Manager in United Bank Limited in Pakistan from March 2020 to Sep 2020.
- 4 year experience as Customer Services Officer in United Bank Limited from August 2016 to Feb 2020.
- 1 year experience as Universal Teller From Hillcrest Company From 2014 to 2015.

DUTIES AND RESPONSIBILITY:

- Assist Clients with their banking needs including opening and closing accounts, Depositing and withdrawing funds and applying for loans and credit cards.
- Process transactions accurately and efficiently, Including verifying customer identities and ensuring compliance with banking regulations.
- Maintain accurate records of all transactions, and ensure that customer information is kept confidential and secure.
- Stay up-to-date with industry trends and changes in banking regulations and attend training sessions and seminars as required.
- Work collaboratively with other team members to ensure that the bank is providing excellent customer service and meeting its business objectives.

EDUCATION:

- Masters in Commerce From University of AJK, Muzaffarabad in 2017.

DECLARATION:

I hereby declare that the above mentioned statement are correct & true the best of my knowledge & belief.