



## GHULAMFARID

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### Visa Status

- Own Visa

### Objective

Trained accountant equipped to help clients with diverse accounting and bookkeeping needs. Accurate in preparing statements, reviewing records and advising on strategies for minimising liabilities. Organised professional advanced with tally 9, Ms Excell. Experienced Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Capable of handling detail-oriented work in methodical and organised fashion. Seeking challenging, growth-oriented position where field expertise, resourcefulness and diligence can make positive impact on business operations.,

### Experience

- **Faysalbank Ltd** 2021 - 2022  
Cashier  
-Responsibilities:
  - Processed over 500 customer transactions daily, with a 99.9% accuracy rate
  - Handled cash, credit card transactions, and mobile payments, totaling over \$1 million daily
  - Maintained accurate records of transactions and customer accounts, resulting in a 100% audit score
  - Provided excellent customer service, responding to customer inquiries and resolving issues, resulting in a 95% customer satisfaction rate
  - Collaborated with colleagues to achieve sales targets, promoting bank products and services, resulting in a 25% increase in sales
  - Operated banking software and hardware, including ATMs, payment systems, and online banking platforms
  - Identified and prevented fraud attempts, protecting customer accounts and bank assets
  - Trained new cashiers, sharing knowledge and best practices to ensure team success
- **Habib Bank Ltd** 2022 - 2023  
Cashier  
-Responsibilities:
  - Managed cash transactions and operated a cash register
  - Assisted customers with purchases and answered questions
  - Processed customer transactions, including deposits, withdrawals, and payments
  - Handled cash, credit card transactions, and mobile payments accurately
  - Maintained accurate records of transactions and customer accounts
  - Provided excellent customer service, responding to customer inquiries and resolving issues
  - Collaborated with colleagues to achieve sales targets and promote bank products

### Education

- **Allama Iqbal Open University Islamabad, Pakistan** 2018 To 2020  
Bachelors in Commerce  
B

### Skills

- - Ms Office. - Ms Excell.
- - Software Development Professional.
- - Certified General Cashier.
- - Tally ERP.
- - Excellent customer service skills.
- - Basic math skills and accuracy with cash handling.
- - Ability to operate POS systems and cash registers.
- - Effective communication and teamwork skills.
- - Ability to work in a fast-paced environment.

## Projects

- - Successfully implemented a new accounting system, resulting in increased efficiency and accuracy.
- - "Outstanding Teller" at Reputable Firm.

## Achievements & Awards

- - Banking Certification.
- - Employee of the Month.
- - Customer Service Award.

## Languages

- • English
- • Urdu

## Reference

- Available upon Request -