



# 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
Visa Status	Own visa

## CONTACT DETAILS



### ADDRESS

Abu Dhabi, UAE



### PHONE

00971 54 5153293

### EMAIL

aroosahameed01993@gmail.com

## 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 Apr 2021 to Jun 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 2015 to Feb 2020.
- 1 year experience as Universal Teller From Hill crest Company From Jan 2014 to Aug 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.