



## **RABBIA HAMEED**

### **PROFILE** ACCOUNTANT

### **QUALIFICATION** MASTER OF BUSINESS ADMINISTRATION

**CONTACT:**+97154 373 8969

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**VISA STATUS:**  
own Visa

## **OBJECTIVE**

Looking to work in an organization that can provide a variety of opportunities that allow me to expand my skills and knowledge while working towards achieving the organizational goals. I would like to enhance my technical and soft skills by taking up challenging assignments and expanding my knowledge.

## **WORK EXPERIENCE**



### **Allied Bank Limited,**

January 2019 to May 2024

- ❖ Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- ❖ Informing customers about bank products and services.
- ❖ Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- ❖ Maintaining and balancing cash drawers and reconciling discrepancies.
- ❖ Packaging cash and rolling coins to be stored in drawers or the bank vault.
- ❖ Keeping a clean, organized work area and a professional appearance.
- ❖ Handling currency, transactions, and confidential information responsibly.
- ❖ Using software to track bank information and generate reports.
- ❖ Following all bank financial and security regulations and procedures.
- ❖ Handle merchandise returns and exchanges

## SKILLS

- Email drafting
- MS office
- Accounting System

## SOFT SKILLS

- Attention to Detail
- Active Listening Skills
- Customer Service
- Building Customer Loyalty
- Positive Attitude
- Teamwork
- Time Management
- Dependability
- Flexibility
- Friendliness

## LANGUAGES



## DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.

Sincere thanks for scanning my resume.

**RABBIA  
HAMEED**



## WORK EXPERIENCE

### BRIM KNOWLEDGE SCHOOL SYSTEM, PAKISTAN

- ❖ Developing and issuing educational content including notes, tests, and assignments.
- ❖ Supervising classes to ensure all students are learning in a safe and productive environment.
- ❖ Organizing supplies and resources for lectures and presentations.
- ❖ Delivering personalized instruction to each student by encouraging interactive learning.
- ❖ Planning and implementing educational activities and events.
- ❖ Ensuring your classroom is clean and orderly.
- ❖ Preparing and distributing periodic progress reports and semester report cards.
- ❖ Attending parent-teacher meetings.
- ❖ Evaluating and documenting students' progress.
- ❖ Allocating and grading homework, assignments, and tests
- ❖ Comprehensively presenting lessons and using visual/audio means to facilitate learning
- ❖ Providing individualized instruction to each student by promoting interactive learning
- ❖ Creating and distributing educational content.