

MANSOOR ALI SHAH

Cashier \ Teller in Habib Bank Limited Pakistan

Contact info

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Address: Vill and PO Marghuz Swabi, KPK, Pakistan

Education

BA From Abdul Wali Khan University Mardan	2020
FSc From BISE Mardan	2017
SSC From BISE Mardan	2015

Employment

- Working as **Cashier \ Teller** in **Habib Bank Limited** From Sep 2022 to till date.

HABIB BANK LIMITED (HBL), Swabi , Pakistan

Provided excellent customer service by greeting each customer promptly and courteously.

Balanced daily cash deposits and vault inventory with zero error rate.

Verified customer identification and completed appropriate documentation to ensure compliance with banking regulations.

Balanced cash drawer daily; reconciled discrepancies between cash on hand and computer records.

Generated reports for management review of daily activity including number of accounts opened, closed, transferred by day, week, month, year.

Provided customers with accurate information regarding bank services, account types and balances, loan products and other related banking inquiries.

Processed deposits, withdrawals, transfers, check cashing, loan payments and other transactions accurately and efficiently.

Identified suspicious activity on accounts and reported it immediately according to established guidelines.

Used a strong knowledge of banking products and services to confidently educate customers about features, benefits and pricing.

- Work as **Data Entry Operator** in **Zong Franchise** Topi (Swabi) for more than two years.

SUMMARY

Self-motivated banking professional offering strong communication and quick thinking skills. Works productively on teams as well as independently in fast-paced environments. Consistently positive and friendly Teller committed to reaching business goals.

Organized and detail-oriented Teller with cash handling and customer service experience. Proven expertise in general accounting and finance concepts. Astute professional providing well-rounded customer service with strong communication skills, sales experience and deep knowledge of banking industry.

Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience.

Personal details

Date of birth

April 9, 1999

Gender

Male

Nationality

Pakistan

Marital status

Married

Skills

- Financial Analysis
- Business Developments
- Relationship Building and Management
- Account Management
- Customer Relationship Building
- MS Office Proficient
- Cash Counting
- Cash Handling
- Regulatory Compliance
- Financial Advising
- Strong Work Ethic
- Fraud Identification
- International Finance Knowledge
- Excellent Communication Skills
- Debt and Credit Management

Languages

- English
- Urdu
- Pashto