



AKBAR KHAN

Bank Teller, Cashier Cum Customer service



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Education

Bs Economic (hons)

Institute of management science.

Skills

- A highly motivated person with a passion to perform
- Excellent communication skills and an outgoing personality
- Smart appearance, reliable and punctual
- Ability to work on own initiative accurately, with attention to detail
- Previous experience in a cash handling environment would be an advantage
- Prepared to work morning / afternoon shifts – weekends – public holidays

Software

T24, Oracle, Tally.

MS Word, MS Office, MS excel.

Photo shop cs4. And Outlook

Nationality

Pakistani

Date of Birth

07-03-1992

Professional Summary

Motivated banking professional possessing a strong commitment to quality customer service coupled with superb communication skills. Builds customer loyalty by effectively resolving problems and quickly processing transactions.

Work Experience

Cashier/Customer service: Ductpro Fabrication Company (Feb 2023 to July 2024)

Provides fast and excellent customer service to the customers in a very professional way complying with SGOT Rule (Smile – Greet – Offer – Thank)

Collection payment from customer by cash, card payment through Pos machine and received PDC, CDC cheques and Deposited cheques to the bank

Listing to the customer concern's issues and questions.

Answering phone call and email on time and transferring call to director.

Handling account payables and receivables and Managing petty cash, preparing bills and receipts.

Bank Teller, Allied Bank Ltd Pakistan (Jun 2018 to Jan 2023)

Performing all kind of counter services includes cash payment, receiving cash, cheques deposit, payment and transfer to account, deposit receipts.

Ensuring transactions are completed in an efficient manner with a high level of accuracy

Open / close branches as required and ensuring all tasks and checks are completed

Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards

Payment of remittances and keep customer records.

Performs administrative tasks such as filing, generating reports and maintaining mail correspondence

Provides support and information to customers, over the counter and by phone

Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' sheet at the close of each business day

Cash to be balanced and have zero cash shortages and overages to ensure daily functionalities are completed as per the agreed timelines.

Assist the branch customers with information to address their concerns and achieve customer excellence.

Act as the joint custodian of till cash with the Manager to ensure dual custody requirements are maintained

Provided customer with elevated level of service, privacy and confidentiality, and friendly, welcoming attitude.

cash balance, tally with system and keeping cash in safe drobox and Keeping accurate records for all daily cash transactions. Operating ATM machine on daily bases.