

HINA BATOOL

Al Jafiliya, Dubai

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OBJECTIVE

I believe i am an enthusiastic and hardworking Graduate in Economics and Computer science with having great experiance with Cashier in Pakistan and in Dubai with different responsibilities from task orientation. That has enhanced my Professional skills and also enabled me to grow as person

EXPERIENCE

Meezan Bank Daska, Sialkot

23/04/2019 - 27/11/2023

Bank teller

Provided high level of service to bank clients by handling financial transactions accurately and in a timely manner.

Processed over 200 financial transactions daily with less than 0.1% error rate.

Resolved customer complaints 20% faster than the average, leading to 10% increase in sale of financial.

identified and referred potential customers to colleagues for cross-sale opportunities.

Everyday Travel & Tourism L.L.C, Dubai

07/02/2024 - 20/08/2024

Cashier

Maintain 100% accuracy in managing cash drawer, ensuring zero discrepancy at the end of each working day.

Efficiently managed to explain complex financial concepts to clients, leading to higher levels of adoption.

Successfully handled 100+ daily customers inquiries with a positive and courteous manner resulting in enhanced client satisfaction

EDUCATION

University of the Punjab, Lahore

2013/2015

Bachelor of Arts

B+

PERSONAL DETAILS

Date of Birth : 24/09/1994

Marital Status : Married

Nationality : Pakistani

Gender : Female

SKILLS

Teamwork



Communication



Time management



Problem-solving



Interpersonal skills



Cash handling



LANGUAGES

English

Urdu

Arabic