

CONTACT

Hina Urooj

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OBJECTIVE

Experienced banking operations specialist with 4 years in managing transactions and improving customer service. Adept at ensuring compliance, manage foreign currency and enhancing operational efficiency. Looking to contribute my skills to your organisation in a dynamic role.

EXPERIENCE

03/02/2020 -
24/05/2021

- **Cashier (senior officer II)**
Meezan Bank Limited (Pakistan, Karachi)
 - Friendly and efficient bank cashier with experience in handling cash transactions and balancing registers.
 - Strong customer service skills, ensuring a positive experience for all clients.
 - Detail-oriented with a focus on accuracy in processing deposits, withdrawals, and payments.
 - Proven ability to resolve customer inquiries and issues promptly and professionally.

23/01/2017 -
22/01/2020

- **Teller**
Habib bank limited (HBL) (Pakistan,Karachi)
 - Proficient in cash sorting.
 - Efficient handling of multiple payment methods: Accepting cash, credit cards, and mobile payments smoothly.
 - Cash handling
 - Customer service
 - Financial services knowledge
 - Bank operations management
 - Transaction processing
 - Anti-Money laundering compliance
 - Money transfer expertise
 - Deposit verification
 - Banking regulations compliance

EDUCATION

2016

- **University of Karachi**
Graduate (Arts)
1st division

2013

- **Board of intermediate education Karachi**
I.Com
C

2011

- **Board of secondary education Karachi**
Matric (Science)
A-one

SKILLS

- . Attention to compliance . Multitasking ability . Customer relationship management . Data analysis skills . Initiative in problem-solving