



Contact

PHONE: 00971557535804

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ADDRESS: Deem building 16 floor,
sheikh khalifa bin zayed street Abu Dhabi

Skills

- MS Office (MS Word, MS PowerPoint, MS Excel)
- Internet (Email, Web Browsing, etc.)
- Windows and Other Computer Applications
- All type of Data Entry
- Interpersonal Skills
- Ability to work under pressure
- Asset management
- Financial accounting
- Banking Operations
- Quick Learner

Languages

- English

Completed English Speaking Course

- Urdu

Native Language

Tasleem Hafeez

Accounts, Cashier, Sales & Banking

To work in financial organization that provides learning opportunities, quality supervision and challenging environment. Where I can enhance and utilize my knowledge, skills to achieve the organizational goals as well as personal goals.

Work Experience

Relationship Officer

04 Nov 2024 – Present

Almashreq Bank, Middle East

- Cross Sell Credit Cards
- Handled the tasks of personal loans
- Increased business through networking and building new client relationships
- Assisted managers in identifying sales opportunities for the branch
- Maximized customer satisfaction with quality service
- Tracking sales activities, providing sales forecasts, and creating and analyzing metrics that drive results.
- Provide support and follow up for the external sales team.
- Develop the new plans for generating fresh deposit for the bank with higher customer satisfaction.

Branch Service Supervisor

01 Oct 2018 – 01 Nov 2024

United Bank Limited, Faisalabad, Pakistan

- Oversee daily branch operations, including teller activities, cash handling, and customer service.
- Train and guide tellers, set performance standards, and monitor productivity.
- Address customer inquiries, ensuring a high level of service and satisfaction.
- Ensure compliance with regulatory and security standards.
- Manage branch cash flow, including fund ordering and distribution.
Support sales initiatives by assisting with account openings, cross-selling, and promotions.
- Identify and mitigate operational risks.
- Prepare and submit regular operational reports to management.

Education & Specialization

- Bachelor of Arts

2012 - 2016

G.C University, Faisalabad, Pakistan

- DCOM

2009 - 2011

P.B.T.E, Lahore, Pakistan

- ACCA

Fundamental Level Comprises 9 Courses Completed.

Professional level of ACCA continuing.

- Diploma

Diploma in Office Management, MS word, Excel & PowerPoint.