



FAKHER ARAB

Parkusap Post office and Tehsil Mastuj District Upper Chitral KP Pakistan

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OBJECTIVE

I am seeking a competitive and challenging environment where I can serve your organization and establish a career for myself.

EXPERIENCE

✓ HBL microfinance bank Ltd

Internee

Worked in operations department as well as in Business department.

Duration : two months

✓ U Microfinance bank Ltd

Teller

30th May 2023 - till date

Assisting customers with basic transactions, such as making deposits and withdrawals.

Accepting cash, checks, and other forms of payment from customers and keeping deposit slips, checks, and cash in order. Verifying customers' identities and ensuring the paperwork is properly completed and they have sufficient funds in their accounts to cover their transactions.

Answering customers' questions about their accounts and the bank's services and products.

Ensuring cash and checks are genuine, that deposit amounts and the paperwork agree, and that transactions are accurately entered into the computer system.

Counting the cash in your drawer before and after your work shift to ensure it balances.

Providing special services, such as printing out account balances and histories, ordering cards and checks, closing accounts, issuing cashier's checks, cashing savings bonds, and processing payments for bills.

Understanding and following State bank of Pakistan's laws and bank procedures.

EDUCATION

✓ UNIVERSITY OF PESHAWAR

M.com

3.03 CGPA

2019

✓ GOVT POST GRADUATE COLLEGE OF MANAGEMENT SCIENCES CHITRAL

B.com

67.85%

2017

✓ THE ERUDITE COLLEGE OF COMMERCE AND IT MASTUJ CHITRAL

D.com

67.17%

2015

✓ GLORIOUS COLLEGE OF LEARNING CHUINJ CHITRAL

SSC

59.52%

2013

✓ GOVT. POST GRADUATE COLLEGE OF MANAGEMENT SCIENCE CHITRAL

DIT (one year)

2016

SKILLS

Communication

MS office (Excell, word, power point)

Problem Solving

Basic Computer

ADDITIONAL INFORMATION

Father Name : Zar Arab Khan

Religion : Islam

Marital status : Single

INTERESTS

Travelling

cricket

LANGUAGE

English (read excellent, write excellent, speak good).

Urdu (read, write and speak excellent).

Pushto (read fair, write fair and speak good).

Khowar (read, write and speak excellent).