



Hafiz Usama Muhammad Iqbal

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ID: 34502-6174582-9 **Gender:** Male **Date of birth:** 04/04/1999 **Place of birth:** Naro wal, Pakistan **Nationality:** Pakistani

ABOUT ME

"Dedicated and customer-focused Teller/Cashier with 6 months of experience providing exceptional banking services. Skilled in cash handling, customer service, and record-keeping, with a strong commitment to customer satisfaction and confidentiality."

EDUCATION AND TRAINING

[12/04/2021 – 20/12/2022]

Associate degree Program (ADP)

University of the Punjab Lahore Pu.edu.pk

City: Lahore | **Country:** Pakistan |

[09/04/2019 – 25/10/2020]

Intermediate

Bise Gujranwala Board Bisegrw.pk.com

City: Shakargarh | **Country:** Pakistan |

[16/03/2015 – 26/06/2016]

Matric

Govt M.M High school Shakargarh Bisegrw.com

City: Shakargarh | **Country:** Pakistan |

[08/12/2017 – 12/06/2018]

Culinary chef

Sialkot Institute of Hotel Management www.Sihm.com

City: Sialkot | **Country:** Pakistan |

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING B2 READING C2 WRITING C2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft office | Microsoft Word | Microsoft Excel | Social Media | Google drive | Gmail | Zoom | Internet | customer service | communication

WORK EXPERIENCE

[23/10/2024 – Current]

Bank teller

HBL Bank (Habib Bank Limited Pakistan)

City: Shakargarh | **Country:** Pakistan

1. Cash handling and transaction processing

2. Customer service and relations
3. Account management and record-keeping
4. Banking software and systems proficiency
5. Attention to detail and accuracy
6. Strong communication and interpersonal skills
7. ATM replenishment and management

[25/06/2022 – 08/07/2024]

Accountant

Rising Star School

City: Narowal | **Country:** Pakistan

1. Financial record-keeping
2. Budgeting
3. Financial reporting
4. Accounts management
5. Compliance

[07/03/2020 – 05/04/2022]

Data entry supervisor

Smart cash & Carry

City: Narowal | **Country:** Pakistan

1. Data entry
2. Typing
3. Attention to detail
4. Organizational skills
5. Computer literacy
6. Time management