‍**Irfan Rehman**

**R-31, 13-D/1 Gulshan-e-Iqbal, Karachi | 0300-2512398 | 03082600267**

Objective

* Seeking a reputable position in an established organization that will effectively utilize my experience, knowledge, and vast skill set and allow me to grow with the organization while producing top-quality results.

Skills & Abilities

* Sufficient clerical, bookkeeping, and administrative cash handling experience
* Ability to maintain a balance of large bulk of currency constantly
* Ability to maintain confidential information, thereby safeguarding the bank’s integrity
* Ability to execute assigned duties effectively by proper understanding of both verbal and written directives
* Ability to tolerate stress
* Adequate customer service orientation and experience

Experience

Presently working in **EFU Life Assurance Company.**

Cashier/teller | Habib bank AG Zurich, muscat, oman | Mar 1985-Dec 1997

* Provided accounting services to customers by receiving deposits and loan payments; cashed checks; issued savings withdrawals; recorded night and mail deposits; answered questions in person or on telephone; referring to other bank services
* Completed special requests by closing accounts; took orders for checks; exchanged foreign currencies; provided special statements, copies, and referrals; completed safe-deposit box procedures.
* Reconciled cash drawer by proving cash transactions; counted and packaged currency and coins; reconciled loan coupons and other transactions; turned in excess cash and mutilated currency to head teller; maintained supply of cash and currency.
* Complied with bank operations and security procedures by participating in all dual-control functions; maintained customer traffic surveys; auditing other tellers' currency; assisted in certification of proof

Cashier/Teller/Telex Operator | Majan international bank, muscat, oman | jan 1998-nov-2000

* Provided accounting services to customers by receiving deposits and loan payments; cashed checks; issued savings withdrawals; recorded night and mail deposits; answered questions in person or on telephone; referring to other bank services
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chief cashier | habib metropolitan bank ltd., karachi | dec 2001-present

* Establish an exciting and welcoming affair for prospective clients on entering the bank
* Supervise debit, credit or cash transactions, as well as other forms of payments within the bank
* Review cash accounts on a daily basis
* Supply clients with relevant information on products and services available in the bank
* List all promotions and relay them to customers
* Resolve customer issues pertaining to products and services
* Manage exchanges and returns, taking into account the bank’s procedures on such matters
* Maintain an extensive report on daily, weekly, and monthly transactions
* Supply information that will enable the bank to know the products and services which are successful and those which should be discontinued
* Provide support for the bank in facilitating the training of newly hired cashiers

Education

**B.A (Private) University of Karachi (ONGOING)**

Matriculation with karachi board | allama iqbal college, karachi

Intermediate with karachi board | st. paul’s school, karachi