

# Sidra Arien

## Bank Teller/CSR

Arlington, TX - Email me on Indeed: [indeed.com/r/Sidra-Arien/284a0fe76ca65051](https://www.indeed.com/r/Sidra-Arien/284a0fe76ca65051)

To obtain an employment as a teller in a reputed bank with possible future opportunities in the allied customer services areas.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Bank Teller/CSR

Allied Bank Limited - Karachi, PK -

August 2013 to December 2016

- Balance cash drawers in accordance with the bank procedure and regulations.
- Promote bank services as opportunities arise and refer customers to proper department.
- Provide correct and prompt answers to customers inquiries.
- Respond to customer accounts inquiries on weekly totaling 130+ weekly accounts.
- Performed as a team member in allocating and conducting the workflow.
- Quickly established credibility with clients and remembered over 50 +names of regular clients.
- Process standard teller transaction for customers including servicing client accounts, accepting loan payments, managing safe deposits payment, cashing checks, balancing cash drawer.
- Organized customer transaction receipt on a daily basis so that they could be properly filed in timely manner.
- Assumed a leadership role in the absence of the supervisor and maintain that the bank floor operated normally.
- Reconcile cash drawer by providing cash transaction counting and packaging currency and coins; reconciling loan coupons and other transactions; maintaining supply of cash and currency.
- Complete special request by closing account; taking orders for check; exchanging foreign currencies; complete safe deposit box procedures.

### EDUCATION

#### Masters in International Relations

University of Karachi - Karachi, PK

2016

#### Bachelors in Business Commerce/Accounting

University of Karachi - Karachi, PK

2012

## SKILLS

CONFIDENT (Less than 1 year), EXCEL (Less than 1 year), MICROSOFT WORD (Less than 1 year),  
OUTLOOK (Less than 1 year), POWERPOINT (Less than 1 year)

## ADDITIONAL INFORMATION

- Proficient with Microsoft Word, Excel, PowerPoint and Outlook
- Confident and charismatic public speaker