

# Irfan Rehman

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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
- 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.
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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