

✨ OWAIS AHMAD ✨

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📁 Professional Summary

Customer-focused banking and IT professional with a Bachelor's in Computer Science and hands-on experience in cash handling, teller operations, and data management. Skilled in processing financial transactions, reconciling discrepancies, and maintaining accurate records while ensuring compliance with financial and security regulations. Adept at assisting customers, resolving issues, and promoting services in a professional manner. Multilingual communicator fluent in English, Urdu, Hindi, Pashto, and Arabic. Seeking a teller or customer service role in financial services where I can contribute to operational efficiency and client satisfaction.

🔧 Skills

- 💰 Cash handling & teller operations
 - 🏦 Transaction processing & reconciliation
 - 📄 Data entry & quality assurance
 - 📊 MS Office (Excel, Word, PowerPoint)
 - 🌐 Networking fundamentals
 - 💻 Web development basics & graphic design
 - 📱 Digital marketing support
 - 🗣️ Multilingual communication
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📁 Work Experience

Golden Eagle Qatar — Data Entry

📍 Gulf Mall Qatar | 📅 2022–2025

- Executed accurate and efficient data entry tasks, managing sensitive information while ensuring compliance.
- Collaborated with colleagues to improve data processes, reducing errors by 15%.
- Supported marketing efforts, contributing to a 20% increase in customer engagement.
- Maintained a high standard of confidentiality and accuracy in all records.

Paragon Exchange — Teller/Cashier

 2021–2022

- Assisted customers with remittance, deposits, withdrawals, and payments while resolving account-related issues.
 - Processed daily cash transactions and reconciled discrepancies, maintaining accurate financial records.
 - Handled currency, transactions, and confidential information with responsibility and compliance to procedures.
 - Balanced cash drawers, packaged cash, and prepared currency for storage in vaults.
 - Provided clear information to customers regarding products and services, ensuring professional communication.
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Education

-  Bachelor of Science in Computer Science — Agriculture University (2018–2022)
 -  Diploma in Information Technology (DIT) — 2021
 -  Intermediate (HSSC) — Fazaia Degree College (2016–2018)
 -  Matric (SSC) — Warsak Model School (2014–2016)
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Certifications

-  NEBOSH Health & Safety — 2024
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Languages

- English
 - Urdu
 - Hindi
 - Pashto
 - Arabic
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References

Available upon request.