



PROFESSIONAL SUMMARY

A highly motivated and personable professional with almost 8 years of in-depth experience in multiple facets of the banking and financial industry. Possess a wide range of abilities including providing leadership as well explaining & selling a bank's products and services. Responsible for the opening of accounts and selling Different Destination Currencies. Outgoing individual with experience interacting with people from all walks of life. Well experienced in administration along with good computer knowledge & Communication Skill.

Skills

- Quick Learner
- Honesty and dignity
- Self-motivation with good interpersonal and communication skills
- Team builder
- Leadership

FAHMEDA ISLAM SHRITY

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Address: Doha, Qatar

Personal Details

- QID NO : 29205023043
- Date of Birth : 28-Sept-1992
- Gender : Female
- Marital status : Married
- Nationality : Bangladeshi
- Visa status : Work visa (Transferable)

Education Certificates

- **Masters of Business Administration (MBA) Eastern University, Dhaka** | 2015 Concentration Area: Finance
- **Bachelor of Business Administration (BBA) Eastern University, Dhaka** | 2013 Concentration Area: Finance

TRAININGS

- **Certificate of Appreciation from Tradelex Exchange, Qatar for Outstanding Performance.**
- Anti-Money Laundering Training (AML)
- Fire Safety Training
- Counterfeit Currency and Security Documents Training.
- Cash handling Policy Training.

Work experience

- **Cashier & Customer Services** **2024 -Continue**
Aliza Aayan Trading Contracting and Hospitality Services W.L.L - Doha, Qatar
- Process customer transactions efficiently and accurately
- Manage cash registers and handle cash, credit, or other payment methods
- Resolve customer inquiries and complaints in a professional manner
- **Cashier 2021 -2022**
Luxury Luc.co contracting and Hospitality — Doha, Qatar
- Assisted customers with product selection and provided basic information on all products.
- Processed sales transactions efficiently, including handling cash and card payments.
- Maintained clean product displays, restocked shelves, and ensured a tidy shop environment.
- Monitored inventory levels and reported low stock to the supervisor for timely replenishment.

LANGUAGE SKILLS

- **English:** Advanced proficiency Reading, Writing Speaking and listening
- **Hindi:** Advanced professional proficiency Speaking and listening.

➤ **Cashier -23rd November, 2017 -2021 Travelex Qatar, Q.S.C**

- Effectively understand features and benefits of all Travelex Foreign
- Currency product lines to use selling skills to increase the average
- transaction value managing the vault and extensive cash handling.
- Ensuring completion of all the transactions in accordance with KYC/AML
- Reporting to Money Laundering Officer (MLRO) for Suspicious Activity.
- Recommended, selected, and helped locate and obtain out-of-stock
- products based on customer requests.

➤ **Casual Stuff - 1st October 2014 to 30th September 2015 Sonali Bank Ltd — Dhaka, Bangladesh**

- Helps Customer to open all kinds of deposit A/Cs (CD, SD&STD); Check & Verify daily cash/cheque transaction by using Microsoft Excel.
- Prepare Financial Position & Comprehensive Income; Verify supporting papers based on which noting file will be prepared. Supported through an adequate AML to maintain a healthy compliance culture throughout all the Transaction

Internship

Exim Bank Ltd-Dhaka 1st April 2014 to 30th September 2014

- Supply clients with relevant information on products and services available in the bank.
- Maintain an extensive report on daily, weekly, and monthly transactions.
- Provide effective support to the compliance teams (AML, Verification, EDD, Fraud) on projects that require

REFERENCES

[Available upon request.]