

FARMAN ULLAH

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Visa Status: work visa (Transferable)
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Current Location: Al Mansoura Doha Qatar



OBJECTIVE:

"To leverage my expertise in financial transactions, customer service, and cash handling as a Teller/Money Exchanger in a reputable organization, driving business growth and customer satisfaction."

EXPERIENCE:

August 18, 2022 – September, 24

Teller (Money Exchanger), Dollar East exchange company (Pvt.) Ltd , Mingora Swat

Key Responsibilities

- Accurately handle cash transactions, including deposits, withdrawals, and exchanges.
- Provide excellent customer service, responding to customer inquiries and resolving issues.
- Process financial transactions, including deposits, withdrawals, and transfers.
- Exchange currency for customers, following established procedures and guidelines.
- Manage cash inventory, ensuring sufficient cash is available to meet customer demands.
- Ensure accuracy and attention to detail when processing transactions.
- Follow established procedures and guidelines to ensure compliance with regulatory requirements.
- Perform end-of-day processing, including balancing cash and reconciling transactions.
- Develop and implement branch marketing strategies to increase customer base.
- Collaborated with cross-functional teams to achieve business goals.
- Excellent communication and interpersonal skills.
- Ability to work in a fast-paced environment and meet deadlines.
- Verified and validated remittance transactions.
- Resolved customer queries and issues related to remittances.
- Strong knowledge of remittance regulations and procedures.

EDUCATIONAL INFORMATION:

2022

BACHELOR OF BUSINESS ADMINISTRATION, University Of Malakand Major In Finance

2019

Diploma in Information Technology, KPBTE Peshawar

2017

F.SC, Govt. Higher secondary school
Barikot Swat Pre-Engineering

2015

SSC, Young scholars public high school Barikot Swat

COMPUTER SKILLS:

- QuickBooks
- MS Office (Word, Excel, Power Point)
- Accounting Software (company Customize software)

LANGUAGE SKILLS:

English	Conversational
Arabic	Conversational
Urdu	Fluent