

SAIF UR REHMAN

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Career objective:

Keen to find a challenging position within an ambitious organization where I will be able to continue to increase my work experience & develop my abilities.

Education

Graduation (B.A) Islamia University Bahawalpur Pakistan SC
(F.A) Bahawalpur Pakistan

Metric Intermediate board of education Bahawalpur

Bank Islami Pakistan

PBM(Personal Bank Manger)

From 2019 To 2023

- New Account Opening, Costumer Dealing, Check Book, ATM Handling.
- Sale Team Leading.

Sindh Bank LTD

GBO(General Bank Officer)

From 2016 To 2019

- Supervise All The Branch

United Bank Limited

Customer service operation Manager Jan 2012 to March 2014

- Manage staff, preparing work schedules and assigning specific duties.
- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, and/or distribution of products
- Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
- Transfers tazreftaar device in customer account after confirm account. ● Deals cash over the counter(COC) ● Deals western union.
- Transfer taz lbex from taz lbex GL to customer account. ● Deals express money.

United Bank Limited Relationship Manger Jan 2010 to Dec 2011

- Oversee client service representative groups and make sure clients receive instant service
- They have to communicate with the clients through phones, internet, fax, mails or meet them
- Personally to discuss customer problems.
- While interacting with customers the CRM makes sure that they follow the organizations Protocols.

- Manage all customer requirements and queries and solve their problems swiftly. ● Making sure the customer information is accurate and also supervises payment dispensing.
- Giving out the right information on the objectives of the organization when the clients call for the first time.
- Evaluates the circumstance and determines a proper course of action
- Helps in determining a suitable solution for the organization during difficult situations by
 - Working along with the employee.

United Bank Limited, Pakistan

Cashier

June 2008 to Dec 2010

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and ● that there is adequate change.
- Greet customers entering establishments.
- Maintain clean and orderly checkout areas.
Establish or identify prices of goods, services or admission, and tabulate bills using calculators,
- Cash registers or optical price scanners.
- Payment of western union, coc, & express money.

Computer Skills

Microsoft Office (MS word, MS Excel & MS Power Point) In Page & Internet Search

Key Skills

- An extremely efficient, hardworking individual with a great level of
- Commitment to further my career.
- An organised and systematic approach to my work resulting in deadlines ●
And projects always being met to a high standard.
- Have the ability to work as a team player due to my approachable, friendly ●
Nature as well as having the knowledge and instinct to work with minimal ●
Supervision.
- Very strong computer skills including, Word, PowerPoint, Internet ● Explorer
& Net Browsing.

Language Proficiency

Proficiency in written and spoken English, Urdu, Hindi, Punjabi

Personal Details

Nationality Pakistani
 Personal Interest Playing Cricket and foot ball Strong communication, customer

Reference

Reference will provide on demand