



Soohan

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Summary

My career objective is to leverage my experience while continuing to be challenged and contribute towards the growth and development, where there are ample opportunities to grow both professionally and personally and where I can utilize my skills and experience efficiently and effectively. To work in pragmatic way in an organization where I can show my talent and enhance my skills to meet company goals and objective with full integrity and zest. Further to seek challenging assignment and responsibility with an opportunity for growth and career advancement as a successfully achievement.

Experience

Habib Bank Limited

(Cash Officer 05-01-2023 to 17-08-2023)

- Responsible for account reconciliation which includes daily verification and correction of all monetary accounts.
- Investigates all cash differences and follow up with management on loss prevention.
- Responsible for ensuring the store is compliant for all audit points including cash office, employee files.
- Responsible for ensuring that invoices are dealt with in a correct way
- Completes all opening and closing procedures including banking, corrections and Payroll.
- Completes write-offs.
- Follows up with managers and staff regarding previous day's cash errors.

United Bank Limited

(Branch Service Officer 28-10-2022 to 30-12-2022)

- Paid and received customer transactions.
- Maintained timely, accurate transaction processing while delivering Superior Customer Service.
- Identified customer product and service needs and cross selling.
- Referred sales opportunities to the New Account Representatives.
- Assisted in the completion of quarterly certifications.
- Provided staffing assistance to other Bank branch locations.

HBL Micro Finance Bank Limited

(Teller 08-12-2020 to 27-10-2022)

- Serves customers by completing account transactions.
- Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals.

Education

University of Sindh

Bachelor in Commerce 2017-2019

Core Education

- Currency management training by National Bank of Pakistan.
- Six month training certificate of information technology.

Certifications

- Microsoft office specialist certificate's in (Word, Excel and PowerPoint).
- Freelancing certificate from Digiskill's, Virtual University.
- Graphic design certificate from Digiskill's, Virtual University.
- AutoCAD certificate from Digiskill's, Virtual University.
- Digital marketing certificate from Digiskill's, Virtual University.
- SEO (Search Engine Optimization) certificate from Digiskill's, Virtual University.

Skills

- Cash handling.
- Investment management.
- Debt and credit management.
- Problem-solving skills.
- Time management skills.
- Mutual & hedge funds.
- MS office

Language

- English
- Urdu
- Hindi