



USMAN MUNIR

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📍 Muhaisnah 2, Dubai, UAE

EDUCATION

Bachelor of Business Administration ,BBA

University of Haripur
2020

Masters of Business Administration ,MBA (Finance)

University of Haripur
2022

SOFT SKILLS

- Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint)
- Internet Browsing
- Temenos 24 Software
- Typing Master

SKILLS

- Finance
- Sales & Marketing
- Customer Service
- Team Work
- Multi Tasking
- Inter Personal Skills
- Cross-functional Collaboration
- Team Collaboration

OBJECTIVE

Driven by a passion for excellence, I seek a challenging role in a reputable firm that aligns with my skills, experiences, and goals. I am eager to contribute to company growth by leveraging my strengths in a healthy and stimulating environment. Confident in my ability to excel, I believe in continuous development and collaboration for mutual success

WORK EXPERIENCE

CASH OFFICER

Mar2022 - Sep 2022

Khushali Microfinance Bank Limited , Pakistan

- Accurate cash handling following procedures.
- Execute deposit, withdrawal, and fund transfers.
- Provide excellent customer service at the cash counter.
- Maintain detailed transaction records.
- Ensure compliance with AML and KYC regulations.

Customer Service Officer

Oct 2022 -Sep 2023

Khushali Microfinance Bank Limited , Pakistan

- Bank Account opening.
- Dealing Account related queries.
- Guiding customer regarding bank products and services.
- Performing non cash transaction.
- Periodic and regular KYC exercise as per schedule.
- Maintaining compliance and SOP's as per Bank's policy.
- Providing quality customer service experience.

LANGUAGES

- ENGLISH
- URDU