



LARAIB SEENHARO

OBJECTIVE:

Motivated and results-driven professional seeking to leverage skills and experience in a dynamic organization. Dedicated to contributing to organizational goals while pursuing opportunities for continuous learning and career advancement. Committed to delivering exceptional performance and fostering a collaborative and innovative work environment.

PROFESSIONAL EXPERIENCE

CUSTOMER SERVICE OFFICER – Meezan Bank

June 2022 – June 2024 | Karachi, Pakistan

- Opened new accounts, ensuring accuracy and compliance with company procedures.
- Updated KYC (Know Your Customer) information to maintain regulatory compliance.
- Maintained customer accounts, ensuring all information was current and correct.
- Managed operations related to account services, streamlining processes to enhance efficiency.
- Coordinated follow-ups with internal teams to ensure smooth and effective account operations.

CUSTOMER SERVICE OFFICER – Habib Bank Limited

October 2020 – June 2022 | Karachi, Pakistan

- Opened new accounts, ensuring accuracy and compliance with company procedures.
- Updated KYC (Know Your Customer) information to maintain regulatory compliance.
- Maintained customer accounts, ensuring all information was current and correct.
- Managed operations related to account services, streamlining processes to enhance efficiency.
- Coordinated follow-ups with internal teams to ensure smooth and effective account operations.

TELLER – Habib Bank Limited

February 2018 – September 2020 | Karachi, Pakistan

- Processed customer transactions, including deposits, withdrawals, payments, and remittances, efficiently and accurately.
- Issued pay orders and handled cheque clearing, ensuring timely and precise processing.
- Handled currency exchange and provided information on banking products and services to customers.
- Ensured compliance with all bank policies and regulatory requirements during transactions.
- Balanced cash drawers daily and resolved discrepancies promptly to maintain accurate records.
- Delivered exceptional customer service, addressing inquiries and resolving issues to enhance customer satisfaction.

TEACHER – Future Star Grammar School

2013 – January 2018 | Karachi, Pakistan

- Developed and implemented engaging lesson plans to meet curriculum standards and student needs.
- Fostered a positive and inclusive classroom environment that encouraged student participation and learning.
- Assessed and evaluated student performance through tests, assignments, and class activities.
- Communicated regularly with parents and guardians to discuss student progress and address any concerns.
- Utilized various teaching methods and technologies to accommodate diverse learning styles and enhance instructional delivery.

EDUCATION

2017, Bachelor of Commerce/ University of Karachi, Karachi, Pakistan

2014, Intermediate / Govt. College of Commerce & Economics, Karachi, Pakistan

2012, Matriculation/ Al-Qadir Model English School, Karachi, Pakistan

CONTACT

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SKILLS

- Time Management
- Adaptability
- Handling Pressure
- Strong Work Ethic
- Team Work

SOFTWARE

- Microsoft Office Suite
- Mysis
- T24

LANGUAGES

- Sindhi (native)
- Urdu (Proficient)
- English (Proficient)