



HAMZA ISHFAQ
(BANKER)

CONTACT DETAILS

Permanent address: Rawalpindi, Pakistan

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<https://www.linkedin.com/in/hamza-ishfaq-5b4863136/>

Notice Period:

Immediately

ACADEMIC CREDENTIALS

➤ Bachelor of Business

Administration(BBA)(Hons)

PMAS Arid Agriculture University

Duration: 2013 - 2017

➤ HSSC (2011 – 2016)

FBISE /502 Model College Lalazar R.w.p

➤ SSC (2009 – 2011)

FBISE/502 Model College Lalazar R.w.p

PERSONAL DETAILS

Date of Birth:

24-May-1993

Gender:

Male

Marital Status:

Single

Nationality:

Pakistani

LANGUAGES

- Urdu (Native)
- English (Fluent)

PROFESSIONAL SUMMARY:

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

CAREER EXPERIENCE;

MEEZAN BANK LTD (BRANCH SERVICE OFFICER)

OCT 2021 –NOV23

Duties & Responsibilities:

- ✓ **Cash Handling:** Responsible for efficiently managing and handling cash transactions at the bank branch, including deposits, withdrawals, and currency exchange, while ensuring accuracy and compliance with bank procedures.
- ✓ **Customer Service:** Provide excellent customer service by addressing customer inquiries, resolving issues, and assisting with their banking needs, ensuring a positive and professional customer experience.
- ✓ **Documentation and Record Keeping:** Maintain accurate records of all cash transactions, prepare daily cash reports, and adhere to the bank's documentation and compliance standards to ensure the security and integrity of financial transactions.
- ✓ **Cross-Selling:** Identify opportunities to promote the bank's products and services to customers, cross-selling additional banking products such as savings accounts, fixed deposits, and investment options, thereby contributing to the bank's growth and profitability.

ACHIEVEMENTS

- ✓ Employee of the Month in Meezan Bank Ltd(Star Award Winner)
- ✓ Promoted to be Senior OfficerII

CORE COMPETENCES

- ✓ Project Management
- ✓ Time Management
- ✓ Team Lead
- ✓ Multi-Tasking
- ✓ Problem Solving
- ✓ Ability to prioritize works accordingly

SOFT SKILLS

- ✓ MS Excel
- ✓ T-24

DECLARATION

I Hamza Ishfaq hereby declare the details furnished in the resume are true and correct to the best of my knowledge.