

Mehwish Khan

Universal Teller

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum. A highly organized and hard-working individual looking for a responsible position to gain practical experience .

mehwishkhaan1997@gmail.com

03044840603

Lahore, Pakistan

EDUCATION

MBA (Continue)

Punjab University

(IBA department)

Lahore

BBA (Hons)

Punjab University

2015 - 2019

Lahore

I.Com

Queen Marry College

2013 - 2015

Lahore

Matriculation

Government Junior Model High School

2011 - 2013

lahore

WORK EXPERIENCE

Universal Teller

Allied Bank

1/2022 to 2/2024

Lahore

Achievements/Tasks

- Timely execution of daily cash and back office transaction over the counter with accuracy after completion of all requirements according to Bank's policy and procedures.
- Provides account services to customers by receiving deposits and loan payments, cashing cheques, withdrawals.
- Proficient in other then cash activates like clearing, transfer cheques, demand draft, CDR.

Chat support Executive

MindBridge

12/2019 - 02/2021

Lahore

Achievements/Tasks

- Handle live chats and calls. Developed and executed efficient trainings for the new and existing employees which enabled them to deliver their duties and responsibilities efficiently.
- Attended meetings and sharing ideas at brainstorming sessions.

SKILLS

Proficiency in T24 software

verbal and written communication

customer service

professionalism MS office

CERTIFICATES

Certificate of Management Trainee Center (MDC) in Allied Bank (02/2022 - Present)

Computerized accounting

worked on peachtree software

Ms office

Global College

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

INTERESTS

Mindfulness

reading

Internet research