

ASAD REHMAN

+974-70058109

Asad.Rehman74@yahoo.com

Fereej Abdul Aziz Doha Qatar



SKILLS

Soft skills

Good customer handling skills.

Problem solving Capability

Excellent communication

Innovation and Team leader skills

Building positive relationships

Time management

PERSONAL DETAILS

Date Of Birth 01-Nov-1993

Nationality Pakistani

Visa Status Resident Visa

LANGUAGES

English Professional

Urdu Native

Hindi Professional

ACHIEVEMENTS

Six Months Computer Diploma(In MS Office).

Certificate Appreciation (Outstanding Performance in KPI Quarter 1,Q2 and Q3).

SUMMARY

Resourceful Banking professional, well versed in the workings of the financial market and customer care to successfully manage a portfolio of consisting of high income clients. Seeking a challenging position at a reputable financial institution that allows for further career growth.

EXPERIENCE

Branch Operation Manager

United Bank Limited Pakistan

06/2022-04/2024

- Analyze and improve organizational process and workflow, employee and space requirements..
- Provide a high level of customer service to internal and external clients.
- To create improved customer loyalty through the effective handling customer contacts.
- Maintain branch operational issues, Overall supervision of all debit/credit vouchers.

Customer Service Representative

United Bank Limited Pakistan

10/2021-06/2022

- Process and maintain record of clearing, collection transactions inward and outward clearing .
- Manage large amounts of incoming phone calls and Save target customers contact information.
- Generate sales leads and attract new customers.
- Identify and assess customers needs to achieve satisfaction.

Branch Service Officer (Cashier)

United Bank Limited Pakistan

08/2019-10/2021

- Greet customers in a pleasant and professional manner.
- Keep accurate records of foreign currency exchange transactions.
- Balance an assigned cash drawer and provide prompt and accurate change to customers.
- Provide customers with current foreign exchange Payments rates.
- Effectively handle customer inquiries.
- Ensure compliance with applicable laws and regulations.
- Verify customer identification.
- Securely safeguard all necessary paperwork related to foreign currency exchanges.

Internee

Muslim Commercial Bank Pakistan

08/2018-10/2018

- Guide customer about Bank products.
- Supporting marketing campaigns, conducting market research, and assisting with sales activities to promote banking products.
- Assisting customers with their Banking needs, addressing inquiries, and providing information about banking products and services.

EDUCATION

Bachelor In Business Administration (Finance)

University of Lahore Pakistan

03/2014-04/2019