

# Asfandyar Khan

asfandk376@gmail.com

Mobile # 03451943199

Postal Address : Khalil House Near Kundi Super Store Darmangi Gardens Warsak Road Peshawar, KPK

## Experience

### CSR - Customer Service Representative

United Bank Limited • Peshawar, KPK

07/2022 - Present

- Account Opening
- Dormant Account Activation
- Clearing (Outward, Inward ,Same day , Intercity & Special Clearing)
- Statement of Accounts
- CIF Amendment
- Cheque Book (Issuance, Delivery and Activation)
- Call back Confirmations (CBC)
- Salary Processing
- Issuance of Account Maintenance Certificate
- Handling of ATM Captured Cards
- Stop Payment Marking & Release of Cheques
- Settlement of Sundry
- Marking & Removal of Account-Level Restraints
- Cross-Sell (Auto Loan & Credit Cards)

### Teller

Allied Bank Limited • Peshawar, KPK

01/2022 - 07/2022

- Cash Withdrawal & Cash Deposit
- Utility Bills Payments
- ATM Replenishment
- Online Funds Transfer
- Report suspicious transactions to the Branch Operations Manager

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## Education

### BBA (Hons) Finance

The University of Agriculture Peshawar • Peshawar, KPK

09/2021

CGPA: 3.39 Out of 4

### F.A (General Science)

University College for Boys University of Peshawar • Peshawar, KPK

07/2017

### Matric (Science)

Peshawar Public School & College • Peshawar, KPK

06/2014

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## Skills

Branch Banking & Operations, Customer service, Computer literacy, Cross Sell Skill, Multi-Tasking Skills