



Talal Arshad

Experienced Banking professional with 5 years in cashier/teller roles. Seeking a challenging role in a progressive organization where my skills and experience can be utilized to contribute to the growth and success of the company.

Contact

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Date of Birth: 11th August, 1996

Address: Tarnol post office
district Islamabad

Education

2014-20 16

Bachelor in Commerce (B.Com)

University of Punjab, Islamabad

2012-2014

Intermediate in Commerce (I.com)

Punjab College of Commerce Rawalpindi
Cantt Campus

Expertise

MS Office (Word, Excel, PowerPoint) Good
Communication Skills
Sales & Marketing Skills
Problem Solving
Cash Handling & Balancing Skills
Time Management
Leadership

Language

English
Urdu
Punjabi

Experience

OCT 2018 – APR 2023

Bank of Punjab | Islamabad

Teller/Cashier

- Supervised handled various transactions, including deposits. Withdrawals, cheques, wire transfers, and foreign currency exchanges, for high-volume banking operations. Managed a daily volume of PKR 20 Million.
- Provided accurate and efficient client service, while maintaining 100% accurate personal and commercial records for all transactions. Ensuring proper organization and future reference.
- Followed operational guidelines, verifying balances. cashing cheques, and balancing Cash daily with attention to detail. This ensured compliance with banking regulations and accurate transaction processing.
- As a team leader, I trained and guided 4 tellers to exceed upselling goals with regular Feedback and support to achieve a 90% success rate every quarter.
- Increased sales by 12% in one quarter by recommending banking products that met customers' needs and explaining their features clearly with excellent communication skills.
- Organized and filed 100 daily transaction receipts in five days. meeting service level Agreements and customer expectations.
- Balanced cash drawers and ATMs, handling PKR 20 million per day with 100% accuracy and attention to detail.