

Shams Ul Huda

Admin Assistant | Finance assistant |Bank Cashier & Teller

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Current Location: Dubai, United Arab Emirates (UAE)

PROFESSIONAL SUMMARY

Detail-oriented admin & Cash officer with over 3 years of experience in the banking and finance sector. Adept at efficiently processing and recording customer transactions daily with a keen focus on accuracy. Efficiently manage phone calls, schedule appointments, and organize meetings. I maintain meticulous contact lists, produce various correspondences, and assist in report preparation. With a proactive approach, I develop and maintain filing systems, order office supplies, and handle travel arrangements. My proficiency extends Reconciling expense reports, providing general support to visitors, and contributing to staff development through information sharing and experiential growth opportunities.

KEY SKILLS AND ABILITIES

- Cash handling
- Customer service
- Efficiently answer and direct phone calls
- Banking policies and procedures
- Bookkeeping skills
- Organize and schedule appointments
- Computer skills
- Manage meetings
- Attention-to-detail
- Human relations skills
- Communication in English
- Confidentiality
- Work under pressure
- Petty Cash Management
- Communication and collaboration
- Time management
- Accounts finalization
- Accounts finalization
- Organizational skills
- Negotiation skills
- Interpersonal skills
- Cash Management
- Microsoft Office Suite: Word & Excel

WORK EXPERIENCE

Admin & Cash Officer

March 2021 – October 2023

Allied Bank Limited – Pakistan

- Efficiently managed a wide range of customer transactions, including check cashing, deposits, withdrawals, transfers, loan payments, cashier's checks, and the opening and closing of accounts.
- Answer and direct phone calls & write and distribute email, correspondence memos, letters and faxes.
- Aid management with administrative tasks such as tracking and compiling information of interest
- Carefully reconciled cash drawers at the conclusion of each shift, ensuring meticulous accounting of funds.
- Create and maintain filing systems, both electronic and physical & Manage accounts and perform bookkeeping.
- Coordinate and schedule meetings and conferences
- Maintain complete stock of all office supplies and accuracy of inventory
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.
- Tracked, recorded, reported, and systematically stored transactional information and special requests, ensuring strict compliance with regulatory standards and internal policies.
- Maintained organized records, facilitating efficient retrieval of information and supporting audits as necessary.
- Proficiently handled cash, executed sales of bank products, and systematically maintained customer records.
- Demonstrated acute attention to detail, particularly in managing transaction specifics, ensuring accuracy in financial records and client information.
- Demonstrated strong communication abilities in initiating and managing customer interactions, promptly and professionally addressing issues or concerns.
- Identified customer needs and provided comprehensive information on new banking products and services, ensuring clients were well-informed to make informed decisions.

EDUCATION AND QUALIFICATION

- **BBA(Hons) : Bachelor of business administration 2019**
(Accounting and finance, Marketing and HRM)