Bilal Ahmed

BBA Finance Graduate | Trainee Officer and Teller Roles

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CAREER OBJECTIVE

Finance graduate with a six-week internship in a retail bank branch and two years of part-time cash handling in a family pharmacy. Accurate with figures, comfortable serving customers at a counter, and familiar with account opening documents. Seeking a trainee officer, teller or customer service role in a bank.

EDUCATION

BBA (Hons), Finance

Chenab School of Business, Faisalabad | 2022 - 2026 | CGPA 3.5 / 4.0

- Relevant courses: Financial Accounting, Banking Law and Practice, Money and Banking, Business Statistics.

Intermediate in Commerce (I.Com)

Lyallpur College of Commerce, Faisalabad | 2022 | 78%

INTERNSHIP

Branch Intern

Sutlej Bank Ltd, Faisalabad | Jul 2025 - Aug 2025

- Helped about 20 customers a day fill in account opening and cheque book request forms.
- Checked identity documents against the bank's checklist before passing files to the operations officer.
- Sorted and filed 300 account opening forms and updated the branch tracking sheet in Excel.
- Observed cash counter, clearing and remittance desks for one week each.

PART-TIME WORK

Cashier (evenings)

Ahmed Pharmacy, Faisalabad | 2023 - 2025

- Handled cash and card sales of around PKR 60,000 a day and balanced the till at closing with no shortage reported.
- Recorded daily sales in a ledger and prepared the weekly bank deposit.

SKILLS

Banking: account opening documents, know-your-customer basics, cash counting and balancing

Computer: MS Excel (formulas, sorting, pivot tables), MS Word, typing 45 words per minute

Customer service: counter service in Urdu, Punjabi and English

CERTIFICATES AND ACTIVITIES

Short online course in anti-money laundering awareness | 2025

Finance secretary, university business society | 2024 - 2025