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| **Working Experience** |
| **Punjab Emergency Service Rescue 1122, Lahore, Pakistan (2012-2014)**  **Designation:** Acting Shift Incharge  **Responsibilities Include:**   * Responsible of All Emergencies and Call Received * Manage all official work * Command and Control of staff and all official and vehicle of Rescue Station   **The Bank of Punjab, Lahore, Pakistan (2010-2012)**  **Designation:** Customer Relationship Officer  **Responsibilities Include:**   * Retail Banking (Current Deposits, Saving Deposits, Term Deposits, Provisional Profit Rates) * Retail Finance (Autos Loan, Personal Loan, Business Loan, Credit Cards)   **Omer Hospital, Lahore, Pakistan (2008-2009)**  **Designation:** Accounts Assistant  **Responsibilities Include:**   * Prepare Cash Receipt Voucher * Prepare Daily Collection Report in Excel * Prepare Stock Taking Management Report * Prepare Inventory Report * Make the Payment Schedule of all Suppliers * Preparation of petty cash book   **Kal Soft-JV (a Project of Election Commission of Pakistan) (LAHORE-PAKISTAN)** **Designation:** Data Entry Operator  **Period of Employment:** JANUARY 2007 TO OCTOBER 2007  **Responsibilities Include:**   * Responsible for preparation of Computerized Electoral Rolls |
| **Education** |
| |  |  | | --- | --- | | **2012** | **MBA (Banking & Finance)**  Allama Iqbal Open University, Islamabad, Pakistan. | | **2006** | **Bachelor of Arts**  University of The Punjab, Lahore, Pakistan. | | **2004** | **Intermediate of Computer Science**  Superior College Lahore, Pakistan. | | **2001** | **Matriculation**  Govt. Model High School, Model Town, Lahore, Pakistan. | |
| **Computer Proficiency / Presentation** |
| * D.I.T (Diploma in Information Technology) * Certificate in Net Technology * Microsoft Office applications, including MS Excel, MS Word and MS Power point, Inpage, Software Installation, Hardware, Introduction project & Windows Operating System * Email software, MS Outlook * Excellent Typing Speed |
| **Personal Data** |
| **Date of Birth:** 12-12-1984  **Marital Status:** Married  **Religion:** Islam  **Nationality:** Pakistani  **Visa Status:** **Visit Visa** valid till **17-10-2014.** |
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