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| **Date of Birth**: : 3-5-1991  **Nationality:** Pakistani  U**Language:** English, Urdu, Punjabi |

## Objective

The objective of this resume is to acquire a challenging position utilizing my education and relevant skills within team environment where professional advancement is based upon performance.

## 1BPROFESSIONAL EXPERIENCE

**Internships:**

##### **Y.Z corporation 1 june 2013 25 july 2013**

##### **Bank Alfalah 13 Aug2015 25 Oct 2015**

##### **Foundation 1 Oct 2015 27 Nov 2015**

**Job Experience:**

**Equities trader Azee securities Pvt ltd Pakistan:**

**1 Decmeber 2015 - present**

**Responsibilities & Tasks:**

**Azee securities:**

* **Bringing clients and registering them with AZEE**
* **collating relevant information and data**
* **liaising closely with sales staff and broker**
* **determining market sentiment via research, valuation and data analysis**
* **monitoring Pakistan and international market performance**
* **providing key parties with daily trading information**
* **interpreting financial/market reports**
* **informing sales staff about market movements/prices**
* **executing trades**
* **gaining information from sales staff about client issues**

**Junior administration officer Kohinoor Textile Mills Ltd:**

**13 Jan 2014–17 July 2015**

**Responsibilities & Tasks:**

* **Conduct regular operational reviews and preventive maintenance.**
* **Set operational goals to meet or exceed performance expectations.**
* **Provide guidance to staff in resolving operational issues and problems**
* **Ensure resource assignment, work allocation, training development and performance assessment are completed in timely manner.**
* **Provide excellent customer service in order to build and maintain strong relationship with customers.**
* **Conduct regular meetings with staffs to discuss about operational updates, ideas and issues.**
* **Ensure customer complaints are handled and resolved accurately and quickly.**
* **Develop and implement plans to improve operational effectiveness and efficiency.**

**Worked at Touchstone communication Pakistan as sales officer:**

## 0BEducation

* **BBA (HONS)Finance(2011-2015)** **Bahria university Islamabad**
* **A ‘levels(2008-2010)Roots college international**
* **O ‘levels (Science)(2005-2008)The City school**

## COMPUTER& TOOLS EXPERTIES

* **Windows (98,2000 Pro, XP, VISTA,7)**
* **Software’s Installation**
* **MS Office Professional**
* **Catalyst software**

## 7BPROFESSIONAL SKILLS

* **Financial Analysis & advising**
* **Management**
* **Administration**
* **Supervision**
* **Sales & Distribution**
* **Extrovert, Confident, Innovative**
* **Leadership**

## 8ACADMIC PROJECT

**Risk management system in SAMBA Bank (2014)**