# Summary

**S**eeking a rewarding position within a progressive environment involving high degree of responsibility to apply my professional skills. Looking forward for a challenging career with growth opportunities in a well-esteemed organization and to apply the theoretical and experience, and to give the best, in meeting the organizational objectives.

# Highlights

* **Purchase orders**
* **Budgeting processes**
* **Analysing financial data**
* **Numeric calculations**
* **Accrual accounting**
* **Purchase Orders**
* **Customer service**



**CUSTOMER RELATIONSHIP OFFICER (Internship)**, **Bank Alfalah Limited**

Dec ’14 – Jan ‘15

* Proactively develop client relationships, anticipate and provide solutions to client needs and give high priority to client satisfaction, with responsibility for meeting or exceeding agreed performance targets and objectives, particularly those relating to net new money, income generation, product sales and new client growth targets.
* Ensure that client instructions are duly effected by applying all standard checks and controls, coordinating with other departments including Operations/Finance/ Compliance.
* Open, close and maintain accounts in accordance with the established procedures.
* Carry out other duties as reasonably required by management.

# Education

* **Masters of Commerce, (Specialization in Accounting andFinance)**

***University of central Punjab*** 2013– 2015

* **Bachelor of Commerce**

***University of Punjab*** 2010– 2012

# Skills

* Basic understanding of accounting processes and procedures, Financial Reporting and Costing.
* Excellent interpersonal, communications skills.
* Proficient in Microsoft Excel and Microsoft Word.
* Ability to respond to all client enquiries and instructions and the capability of advising and resolving most issues and requests.
* Liaising with legal departments, banks and auditors.
* Knowledge of electronic banking systems.

# Personal Information

|  |  |
| --- | --- |
| Marital Status | Single |

.