Rafia

Rafia.341453@2freemail.com

**CAREER OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To obtain an accountant/financial Management position within growth oriented, progressive company. I want to apply my financial management skills to an environment where they will make a significant impact on the bottom line. The ideal environment would be entrepreneurial one in which new ideas are welcome and decision making is required

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **2006-2009 Masters Degree- Finance**

 **Fatima Jinnah Women University Rawalpindi, Pakistan**

Masters in Public Administration Major: Finance Overall CGPA 3.17

* **2010-2011 Post Graduate Diploma in Business Administration**

**Virtual University of Pakistan**

Post Graduate Diploma in Business Administration: Overall CGPA 3.36

* **2004-2006 Bachelor’s Degree –Commerce**

**University of agriculture Faisalabad, Pakistan**

Bachelors in commerce Major: Information Technology with First Divion

* **2002-2004 Intermediate- Computer science**

**Board of intermediate and secondary education Rawalpindi, Pakistan**

 Intermediate in Computer Science with First Divion

* **2000-2002 Matric – Science**

**Board of intermediate and secondary education Rawalpindi, Pakistan**

 Matric in Science with first Divion

**WORK EXPERINCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**July 19 ,2010 – December 27,2013**

Location Bank Islami Pakistan Limited

 Chakwal branch, Pakistan

Job Title Worked as Customer Services Officer in Operations Department **Major responsbilities**

* Maitenance of high quality customer services with zero defect rate with 100% achivemnt of transaction
* Adherence to cash managemnt rules and guidelines and ensuring daily sorting of currency notes
* Compliance to internal control guidelines and policies and maintainadequate working funds as required by Bank policy
* Smooth conduct of remote banking services and balance on-site and off-site (associated with the branch) ATMs

**CERTIFICATIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Training certificate “Introduction to Islamic Banking” on Jul 9,2011
* Certificate of accomplishment “One- Year Trainee CSO Program” (from july2010-june2011)

**INTERNSHIPS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Intern at Assistant Education Office (EE-W) Chakwal Pakistan , under National Internship Program w.e.f 13-02-2010 to 30-06-2010
* Six weeks internship at Askari Commercial Bank Ltd, Chakwal Branch Pakistan from 17Aug, 2006 to 29 Sep, 2006
* Six weeks internship at Askari Commercial Bank Ltd, Chakwal Branch Pakistan from 23 June, 2008 to 04 Aug, 2008

**LANGUAGES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Fluent in English

(IELTS Academic Overall score 6.5, Listening -7.0,Reading -6.5, Writing-7.0, Speaking-6.0)

(IELTS General Training Overall score 7.0, Listening -7.5,Reading -6.5, Writing-6.0, Speaking-7.0)

* Proficient in Urdu

**COMPUTER /TECHNOLOGY SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Proficiency in Microsoft Word, Excel, Power point
* Proficiency in C language

 **INTERESTS/HOBBIES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Internet surfing, Social Media
* Watching documentaries
* Reading

**REFERENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Available upon request