

Email: waheed.354092@2freemail.com

waheed

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| personal summary |  | A confident, multi-skilled & capable person with excellent knowledge of banking procedures. Having a proven ability to drive out inefficiencies through process improvement as well as manage in the maintenance & development of cash systems and procedures.Now looking for a new & challenging admin position, one which will make best use of my existing skills and experience & also further my development. |
| Skills & Abilities |  | I am a highly motivated individual who is always willing to put that extra bit of effort into any assignment that I undertake. My strongest assets I believe are my ability to concentrate for long period of time, my willingness to confront difficult problems and the will to perform under pressure |
|  education |  | * JAIBP Stage (I)July 2015 Institute of Bankers Pakistan
* B.A 2010 Multan University
* I.COM 2007 B.I.S.E Multan
* Metric with science 2004 B.I.S.E Multan
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| experience  |  | ***MCB bank*** **Teller Service Officer Og-IV** Aug 4,2014 to july 9,2015**Duties:*** Managing Cash
* Cash payment and Receipts
* Cash Balancing

***Awaz Group of Radio’s Islamabad*****Station Manager** Feb 2014 to July 2014**Duties:*** Manger over all channel
* Manage over all Channel programming
* Lunching new programs
* Talent hunt
* Training new telnet

**News incharge** December 2012 to July 2014 **Duties:** * Collecting news from local and regional l level
* Sorting content for on air
* Making news packed

***Ssunri Fm96 Sahiwal.*****Producer** Feb. 2010 to November 2012 **Duties:*** Designing new programs
* Recheck content to be on aired
* Guiding presenters
* Mentoring overall programming

***Sunrise FM 96 Sahiwal*****Presenter** September 2007 to November 2012 **Duties:*** Presenters
* Conducting shows on social economic issues
* Providing information and entertainment.
* News casting

***Abu Dhabi Group Pakistan (ADGP)******Wateen Telecom*** **Customer services officer** August 2008 to July 2009***Duties:**** Receiving inbound calls
* Answering customer quires
* Trouble shooting for internet over IVR
* Maintain issue resolve time over the call
* Maintain individual call logs
* Complaint lunching and redirect the issue to concern department
* Generate ticket number for the complaint
* Overall customer satisfaction
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