

Email: [waheed.354092@2freemail.com](mailto: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 |
| 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 |