Sheeraz

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**WORK EXPERIENCES**

**GBO at MCB Bank Limited Dec-2016 to Present**

**Duties and Responsibilities:**

* Account Opening
* EKYC and Customer Due Diligence
* Customers relations
* Cross selling and resolving customer’s quires.
* Host Of the day
* Foreign remittances
* Cross branch online transfer
* Customer support service
* Salary processing of corporate employees having accounts in all  
  over Pakistan
* Online fund transfer
* Issue of Demand Draft, Pay Order, Rupee Travelers Cheques. Internal Cheque Transfer
* Inward clearing & outward clearing, same day, intercity clearing.

**Admin Assistant MANDAR TOBACCO TRADERS SWABI Apr-13 to Sep-14**

**Duties and Responsibilities:**

* Performing admin and office activities.
* Preparing and sending invoice.
* Preparing and sending of quotations.
* Following up of previous quotation.
* Communication viva emails and telephones.
* Doing paper work.
* Posting of entries.
* Maintain the stock of inventory and order on new supplies.

**2011: Enumerator at Organization of Youth and Development in collaboration with UNHCR.**

**Duties and Responsibilities:**

* Plain to visit IDP’s camp at jalozai, kpk.
* Travel to resident home to find facts.
* Guide people about the purpose of the survey.
* Filling of forms regarding the information obtained.
* For the purpose of accuracy, we double check data.
* Record the data into Ms Excel sheets for database purpose.
* Every member of family is contacted for the authenticity of information which is provided to us.
* Group leader was informed about the progress of finding and data collection.

**QUALIFICATIONS**

* Degree: **Master of Business Administration(MBA)** with specialization in **Finance**
* Degree: **Bachelor of Business** **Administration(BBA)** with specialization in **Finance**
* **HSSC** from BISE Mardan (2008)
* **SSC** from BISE Mardan (2006)
* Certification in QuickBooks, Peachtree.

**SKILLS**

* Flexible and adaptable.
* Communication both Verbal and written
* Excellent in Written, Verbal English.
* Excellent in MS excel, MS Word.
* Ability to grasp information quickly.
* Sound knowledge of Quick book, Tally and Peach tree.
* Excellent Computer Skills Software and Hardware
* Dealing with public issues.
* Able to handle numerical data.
* Know general office procedures
* Experience in usage of office equipment’s.