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**Email**: Mufasser.383936@2freemail.com

**Career Objective**

To acquire a challenging career with a well reputed company utilizing the opportunity to offer proven and developing skills within the company.

**Education**

**Educational Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Year*** | ***Full Name of Institution*** | ***Degree*** | ***Title of degree*** |
| 2014 | HAZARA University Mansehra  | B.B.A (Hons.) | Bachelor in business administration Four year program. |
| 2012 | Government Degree collage No 1 Abbottabad | FSC | Higher Secondary Education. |
| 2010 | Government High School No 3 Abbottabad | Matric | Matriculation. |

**Previous Employment**

|  |  |
| --- | --- |
| ***Company*** | Ravi Exchange Company Pvt.Ltd  |
| ***Exact Title of Position held:***  | Branch Manager |
| ***Duration:***  | August-2015 TO Dec 30-2016 |
| ***Name and title of boss):*** | Sheikh Umer |
| ***Address of employer:*** | Islamabad Pakistan |

**Brief description of duties and responsibilities:**

* Maintaining cash
* Selling and buying foreign currency
* Booking TT
* Sending and Receiving Money
* Book keeping and record keeping of the invoices
* Booking Demand draft
* Final report of daily sales
* Quarterly and annually financial report
* Recording Daily Transaction
* Maintaining and managing confidential records.

**Responsibilities as Branch Manager**

* Look after of Branch
* Keep updating Record of Branch
* observing the employees work and motivating them accordingly
* listening to the employees queries and forwarding to the Head North for the positive result

 **Previous Employment**

|  |  |
| --- | --- |
| ***Company*** | MCB Bank Pakistan |
| ***Exact Title of Position held:***  | Cashier |
| ***Duration:***  | July 2014 to Feb. 2015 |
| ***Name of Branch Manager*** | Nouman Ali |
| ***Address of employer:*** | Muzaffarabad AJK |

**Brief description of duties and responsibilities:**

* Maintaining cash
* Receiving and Distributing cash

**Computer Skills:**

* MS-office, MS-excel, MS-power point.
* Searching Forex Rates
* Operating system (windows 98, windows xp, windows vista, windows seven and eight).
* Hard ware installation
* Accounting softwares ( WUPOS & FMS )

**Personal Competences**

* Ability to work in a fast-paced environment to set deadlines.
* Believe in Team work
* Enthusiastic self-starter who contributes well to the team.
* Highly flexible to the environment
* Hard worker & truthful

**PERSONAL DETAILS:**

Nationality: Pakistani

Date of Birth: 02-03-1992

Marital Status: Single

Languages: English, Urdu, Hindi

**Hobbies & Activities**

Reading books and Novels

Playing Cricket & Football

Social Media

Cooking .

**References**

 Would be furnished upon Request