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| **Working Experience**  |
| **Punjab Emergency Service Rescue 1122, Lahore, Pakistan (2012-2014)** **Designation:** Acting Shift Incharge**Responsibilities Include:*** Responsible of All Emergencies and Call Received
* Manage all official work
* Command and Control of staff and all official and vehicle of Rescue Station

**The Bank of Punjab, Lahore, Pakistan (2010-2012)****Designation:** Customer Relationship Officer**Responsibilities Include:*** Retail Banking (Current Deposits, Saving Deposits, Term Deposits, Provisional Profit Rates)
* Retail Finance (Autos Loan, Personal Loan, Business Loan, Credit Cards)

**Omer Hospital, Lahore, Pakistan (2008-2009)****Designation:** Accounts Assistant **Responsibilities Include:*** Prepare Cash Receipt Voucher
* Prepare Daily Collection Report in Excel
* Prepare Stock Taking Management Report
* Prepare Inventory Report
* Make the Payment Schedule of all Suppliers
* Preparation of petty cash book

**Kal Soft-JV (a Project of Election Commission of Pakistan) (LAHORE-PAKISTAN)****Designation:** Data Entry Operator**Period of Employment:** JANUARY 2007 TO OCTOBER 2007**Responsibilities Include:*** Responsible for preparation of Computerized Electoral Rolls
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| **Education**  |
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|  **2012** | **MBA (Banking & Finance)**Allama Iqbal Open University, Islamabad, Pakistan. |
| **2006** | **Bachelor of Arts**University of The Punjab, Lahore, Pakistan. |
| **2004** | **Intermediate of Computer Science** Superior College Lahore, Pakistan. |
| **2001** | **Matriculation**Govt. Model High School, Model Town, Lahore, Pakistan. |

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| **Computer Proficiency / Presentation** |
| * D.I.T (Diploma in Information Technology)
* Certificate in Net Technology
* Microsoft Office applications, including MS Excel, MS Word and MS Power point, Inpage, Software Installation, Hardware, Introduction project & Windows Operating System
* Email software, MS Outlook
* Excellent Typing Speed
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| **Personal Data**  |
| **Date of Birth:** 12-12-1984**Marital Status:** Married**Religion:** Islam**Nationality:** Pakistani **Visa Status:** **Visit Visa** valid till **17-10-2014.** |
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