Khurshid

Email: khurshid-394468@2freemail.com

# PERSONAL STATEMENT :

Extremely motivated to constantly develop my skills and grow professionally while becoming an integral part of professional team of well reputed organization. And to contribute through utilization of full mental and physical caliber to accomplish higher performance standard.

# PERSONAL DATA

|  |  |
| --- | --- |
| **Nationality** | **Pakistani** |
| **Date of Birth** | **February 05, 1991** |
| **Marital Status** | **Married** |
| **Visa Status** | **Visit visa (Exp on 25 Dec 19)** |

* **KEY SKILLS :**
	+ **Proficient in Accounts management.**
	+ **Proven abilities to operate various data entry software.**
	+ **Proficiency in all areas of Microsoft office.**
	+ **Proficient in SEO and content marketing.**
	+ **Customization of word press websites.**
	+ **Excellent command on computer programs and system pertinent to job.**
	+ **Expert in handling office Automation System.**
	+ **Effective team player with practical experience**

# EXPERIENCE :

**Branch Operations Officer**

 **2016 to 2019**

* **Responsibilities:**
	+ **Compliance of all internal controls, policies and regulations**
	+ **Execution of all type of transactions in accordance with AML/CFT laws**
	+ **Receipt & Payment of Cash, Receipt of Collection Accounts**
	+ **Provision of Customer Service**
	+ **Maintaining an excellent Service Quality**
	+ **Opening of All types of Customers Accounts**
	+ **Inward & Outward Clearing**
	+ **Cheq Books & ATM Cards management**
	+ **Dealing with SBP/NBP**

# PROFESSIONAL TRAININGS :

* + **Core Customer Service at Habib Bank Limited**
	+ **Up Your Service by Ron Kaufman at HBL**
	+ **Recurring training on AML/CFT/KYC at HBL**
	+ **Ethics and Code of Conduct at HBL**
	+ **Payment & Settlement at HBL**
	+ **Gender Diversity Program at HBL**

# EDUCATION :

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| * **Master in Political & Administrative Sciences 2018**
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|  |
| **GC University Faisalabad** |
| * **Bachelors in Arts 2015**
 |
|  **GC University Faisalabad**  |
| * **Intermediate 2008**
 |
|  **Islamia Science College Faisalabad.**  |
| * **Matriculation in Science 2006**
 |
|  **Board of intermediate and secondary education Faisalabad**  |

* **REFERENCES :**

Available upon request

**Khurshid**