

HAFIZA KANWAL SHAHID

Father's Name: Sher Muhammad Shahid

D.O.B: 21/02/1995

CNIC: 38201-3730869-2

Domicile: Khushab

Religion: Islam

Nationality: Pakistani

Marital Status: Single

Contact

Address:

Ameer Wala Quaidabad, Dist. Khushab

Phone:

0300-0446813

Email:

Kanwalshahid466@gmail.com

Languages

- English
- Urdu
- Punjabi

Skills

Professional Skills

- Understanding of Customer Needs
- Situation Handling
- Decision Making

Technical Skills

- Microsoft Industry knowledge
- Stress Tolerance
- Grip on Core Banking System

Certificates:

Computer Application & Office Professional (CM Project): 2016 Punjab

Vocational Training Council, Lahore

Hafiz-e-Quran: 2012

Al-Kulyat Ul Ghousia Sultania Lil Banat, Wan Bhachran Dist. Mianwali.

Summary

- To seek a rewarding and challenging career in an organization that values commitment and hard work. Also an organization where opportunity to make use of my personal skills and demonstration of exceptional performance is available.

Education

Master of Computer Science: 2018

Pir Mehr Ali Shah Arid Agriculture University Rawalpindi

Bachelor of Arts: 2016

University of Sargodha, Sargodha

Intermediate: 2014

Board of Intermediate & Secondary Education Sargodha, Sargodha

Matriculation: 2012

Board of Intermediate & Secondary Education Sargodha, Sargodha

Experience

Distribution Voyage Operator

Coca cola Distribution QDB

18-08-2021 to Till Now

Responsibilities:

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

Business Developer

bizknowtech ISB

26-02-2021 to 27-04-2021

Responsibilities:

- Developing growth strategies and plans.
- Managing and retaining relationships with existing clients.
- Increasing client base.
- Having an in-depth knowledge of business products and value proposition.
- Writing business proposals.

Business Manager

Chai Shai Enterprises ISB

18-08-2020 to 22-02-2021

Responsibilities:

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

Cash Officer

19-09-2019 to 27-03-2020

Finca MicroFinance Bank LTD, Pakistan.

Responsibilities:

- Accepting Cash deposits/cash receipts from retail/commercial customer, count Cash, Securitize Bank notes (Counterfeit, soil etc.), giving customer their receipt and taking acknowledgment on bank copy.
- Responsible for SOD/redlines of cash counter before Bank Timing.
- Responsible for maintaining the cash at the counter under assigned insurance
- Custodian of strong room & cash vault keys during & after Banking hours for any misuse, lost or stolen etc.
- Reconcile all cash transaction at the end of the day and balancing the cash book before leaving the counter. Ensure transactions and activity reports are accurate and complete
- Ensure adherence to all SBP & FMBL guidelines for maintaining SBP cash sheet