



CAREER OBJECTIVE

Individual with a good reputation looking to work in firm; bringing strong ability to adhere to rules and regulations guiding the company, and also to obey legal laws in the process of working for the company.

CONTACT

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LANGUAGES

ENGLISH
URDU
PUNJABI

COURSES

QUICKBOOKS
DIGITAL LITRACY
DIGITAL MARKETING
ENGLISH WORKS

MUHAMMAD ASAD TUFAIL

EDUCATION

M.COM (Virtual University of Pakistan)
Sep,2019-April, 2022

B.COM (Quaid-e-Azam University Islamabad)
October,2015 – March, 2018

WORK EXPERIENCE/ACADEMIC INTERNSHIPS

Shifa International Hospital Islamabad (Cash Representative)
January,2022– Present

- Job Responsibilities:**
- Conducted patient registration, ensuring all personal details were accurately recorded and verified on the patient face sheet.
 - Managed financial transactions by billing patients for investigations, consultations, and procedures, and processed payments efficiently.
 - Issued and tracked payment receipts, ensuring accurate documentation and record-keeping of all financial exchanges.
 - Reconciled daily financial transactions by submitting cash deposits to the Accounts office and provided necessary panel letters/card copies to the supervisor for accurate panel account reconciliation.

- Bank of Khyber (Internship)**
August,2017-October,2017
- Acquired knowledge of Islamic financial products and services, including Islamic savings accounts, investment accounts, and home financing solutions.
 - Assisted clients with inquiries related to Islamic banking products and services, including Murabaha (cost-plus financing), Ijara (leasing), and Musharaka (partnership financing), ensuring clarity and satisfaction.
 - Assisted in day-to-day banking operations, including transaction processing, account management, and the implementation of Islamic finance contracts..

- Askari bank Limited (Internship)**
November,2021-January, 2022
- Assisted with client inquiries, account management, and transaction processing, ensuring prompt and professional service while resolving account-related issues.
 - Gained comprehensive knowledge of Askari Bank’s products and services, such as savings and checking accounts, personal loans, and investment solutions.
 - Provided support in daily banking operations, including handling cash, managing customer accounts, and executing routine administrative tasks.

SKILLS

