



Shahzeb Malik

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📍 Peshawar, Pakistan

PROFESSIONAL SUMMARY

Finance professional with a Master's degree in Finance and versatile experience in university administration, banking, and online marketing. Proven ability to excel in sales roles with a focus on customer satisfaction. Eager to leverage diverse skills and experiences for further growth and contribution in a new opportunity.

EXPERIENCE

- September 2021 - November 2021

Administrative intern

City university of science and information technology / Pakistan, Peshawar

- Assisted with various administrative tasks within the university department.
- Provided guidance and support to new students regarding program admissions.
- Generated and processed admission forms for student enrollment.
- Managed incoming calls and effectively addressed inquiries from students.
- Contributed to the smooth operation of administrative processes and student services.

- October 2022 - December 2022

Internee

Bank of khyber / Pakistan, Peshawar

- Facilitated the opening of accounts for customers, ensuring compliance with bank procedures.
- Conducted cash counter activities, including deposits, withdrawals, and currency exchange.
- Provided guidance to local customers on ATM usage and other banking services.
- Assisted with day-to-day banking operations to ensure smooth customer transactions and satisfaction.

- April 2023 - June 2023

Warranty Manager

Changan Khyber Motors / Pakistan, Peshawar

- Generated and processed warranty claims and bills for customers in the automotive industry.
- Engaged with customers to address inquiries and concerns regarding warranty issues.

Proxy Marketer

Amazon

- Provided product information and recommendations to customers to facilitate sales.
- Managed customer inquiries and addressed concerns promptly to ensure customer satisfaction and repeat business.

• March 2024 -

Sales and Market Associate

Qaiser Traders / Pakistan, Peshawar

- Provide excellent customer service by assisting customers with their inquiries and purchases.
- Utilize marketing techniques to promote products and increase foot traffic to the store.
- Engage with customers to understand their needs and preferences, and recommend products accordingly.
- Implement marketing strategies such as promotions, discounts, and special offers to drive sales.
- Maintain store appearance and cleanliness to create a welcoming environment for customers.

EDUCATION

• September 2021 - May 2023

MS In Finance

City university of science and Informtion Technology / Pakistan, Peshawar

• October 2017 - May 2020

BBA (Hons) In Finance

City university of science and Informtion Technology / Pakistan, Peshawar

• April 2013 - May 2015

Peshawar Model Degree Collage Boys 2 / pakistan, Peshawar
Fsc (pre-engineering)

• April 2005 - March 2013

Peshawar model school boys v / Pakistan, Peshawar
Matric (computer science)

SKILLS

Adminstrative
Skillful

Communication
Skillful

Data Managment
Skillful

Customer Service
Skillful

marketing
Skillful