



RIFAQ SALEEM

OBJECTIVE

I am now looking to build on my extensive range of theoretical and practical experience, a long term career with opportunities for growth to achieve further professional development.

CONTACT

PHONE: +92-346-9230983
Address: Village ganderi khattak Tehsil & P/O T/Nasrati District karak (KPK)
EMAIL: rifaqtk@gmail.com

Father Name: Hameed Ullah Shah
Date of Birth :01/04/1990
Domicile: Karak
Nationality: Pakistani
C.N.I.C No:14203-4977404-3
Religion: Islam
Marital Status : Single

HOBBIES

- Reading Books
- Marketing

REFERENCES

- Amjad Ullah zahid Manager
National Bank of Pakistan Cell
No: 03339719375.
- Afaq Anwar Khattak Manager
National Bank of Pakistan Cell
No: 03139042380

WORK EXPERIENCE

National Bank of Pakistan (1918) [Internship]

From 01/05/2017 To 30/04/2018

Receive checks and cash for deposit to savings and checking accounts, verify deposit amounts, examine checks for endorsement and negotiability, place holds on checks as needed and enter transactions into bank records.

Tech Wizard Peshawar [Computer Operator]

From 20/05/2018 To 25/01/2019

Provides data by operating a computer.
Determines sequence of operations by studying production schedule.
Performs defined tasks per documented instructions/processes.
Prepares equipment for operations by accessing software in computer.
Makes appropriate changes to the documentation, as needed

LMS College

From 01/04/2019 To 25/09/2019

EDUCATION

2015 [MBA 1.5 year] (Gomal University DIK) CGPA 3.2/4.00 (1st Division)
2012 [BBA Hon's] (Gomal University DIK) Marks 3087/4200 (1st Division)
2008 [FA Inter Science] (BISE Peshawar) Marks 706/1100 (1st Division)
2006 [SSC] (BISE Kohat) Marks 741/1050 (1st Division)

PROFESSIONAL QUALIFICATION

- ❖ Peach Tree
- ❖ Quick Book
- ❖ Advance Excel
- ❖ English functional subject in BBA(H) obtaining 80/150 from GU DIK.

LANGUAGES

Pashto	100%
Urdu	100%
English	95%