

ZAIN NAJWANI



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Office Email: Zainzahoor@faysalbank.com

Ho address: Flat# A-203, 3 Floor Pride Building near Garden East Karachi.

MOB: 0311-0010710

Objective:

To Obtain Challenging Job in Reputable Organization Which Provides Opportunities for Professional Growth and Career Development Where I Can Prove My Abilities with Dedication and Hard Work.

Education:

- B. COM from Sindh university Jamshoro (Pass-2018)
- (Intermediate) in Pre-Medical from Inter Board Hyderabad (Year-2015)
- (Matriculation) from HSC Board Hyderabad. (Year-2013)

Professional Experience:

- 06 Months Working Experience as a **"Volunteer"** at **Agha Khan Hospital** Karachi 16/12/2016 to 18/06/2017.
- **MEEZAN BANK Limited** | On 3rd party contract of CASH MANAGEMENT SERVICES (Pvt) Ltd.

Working in **MEEZAN CASH HOUSE** as **"CASHIER"** at PNSC building near M. T Khan Road Karachi. 03-DEC-2018 to AUG-2019

• SUMMIT BANK LIMITED

Working in Branch Operation Division as **"Universal Teller"** scale Officer Grade III at DHA phase IV branch Clifton Karachi. 20-08-2019 to 11-02-2022.

- **Branch Operation** work i.e. Cash Management, ATM, transfer, clearing, pay orders, RTGS etc.

• FAYSAL BANK LIMITED

Presently Working in Branch Operation Division as **"BRANCH SERVICES OFFICER"** scale Officer Grade II at DHA phase VIII branch Clifton Karachi.

Branch Operations working:

Account Opening, Sales work, Public dealing, Clearing, Transfer, Home Remittance, Branch vouchers, Utility Bills, Branch Expenses, P.O, Cash Management, FBR TAX, ATM Operation and RTGS Funds etc.

Computer Literacy:

- MS. Office (Power Point, Word, Excel)
- Internet, E-mails

Skill & Interest:

- Ability to make a precise and knowledge able decision.
- Ability to work under pressure.
- Has knowledge of Microsoft Windows, Microsoft Office and Internet.
- Brilliant time management and organizational skills that helps to complete the given tasks promptly and correctly.
- Creative and flexible with excellent team player skill.

Personal Profile:

Father name:	Zahoor Ali
CNIC No:	41104-7152295-1
Date of Birth:	14-MAR-1997
Marital Status:	Married
Religion:	Islam
Nationality:	Pakistani

References:

Will be furnished on request.