



SHABIR JAN

## CONTACT

### Address

Village Salak, Post Office Katti Garhi, District  
Mardan KPK-23200

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## ABOUT ME

I hold degree of Banking & Finance with 4 months of internship with ZTBL Bank. Passionate about learning business concepts and possess the ability to handle work, pressure and customer issues professionally, flexible to work in any environment. As required I am an ambitious and hardworking person. Looking further my career in esteemed organization and incorporate my skills.

## WORK EXPERIENCE

### Jan.2022-May 2022 **ADMINISTRATIVE OFFICER**

Cherrat Cement Company Limited/ Nowshera

I serve as Administrative Officer at Cherrat Cement Company Limited Nowshera. My duties were to organizing company records, overseeing department budgets, maintaining inventory of office supplies and take care of financial book keeping and records of a company.

### June 2022- Nov. 2022 **SALES MANAGER**

Mobi Paints

My responsibilities there were to developing and sustaining long lasting relationships with customers to increase company sales and collaborating with the marketing department to ensure that the company is reaching its target audience.

### July 2019 - Nov. 2019 **INTERNSHIP**

ZTBL Bank limited/ Peshawar

My duties there were Handle transactions for customers including with cheque cashing deposits, withdrawals, transfers loan payments, cashier cheque and opening & closing of accounts.

## EDUCATION

### **MATRIC**

Ghazali School Lundkhwar  
2013-14

### **FSC COMPUTER SCIENCE**

FG Inter college For boys Mardan Cantt.  
2015-16

### **BS BANKING & FINANCE**

Abdul wali Khan University mardan  
2016-20

## ADDITIONAL SKILLS

C r e a t i v e

D e p e n d a b l e

E n e r g e t i c

I m a g i n a t i v e

I n n o v a t i v e

M a n a g e m e n t & P l a n n i n g

L e a d e r s h i p E x p e r i e n c e

## SOFTWARE SKILL

Microsoft Word



Microsoft Excel



Microsoft Powerpoint



## LANGUAGES

English - Full Knowledge

Urdu - Full Knowledge

Pashto - Full Knowledge