



Personal Detail

Born on 05th of April, 1995

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alimahmood8883@gmail.com

House No 160 Street No 5
Khalidabad Faisalabad.

Passport Number LE0169821

Education

M.SC IT
GC UNIVERSITY FAISALABAD
2016 - 2018

B.COM
UNIVERSITY OF THE PUNJAB
2013 - 2015

Expertise

Account Management

Microsoft Office

Relationship Management

CUSTOMER SATISFACTION

Language

English

Urdu

Punjabi

ALI MAHMOOD

Banker

Profile

- Over 7 years of Accounts and Customer Relationship Experience in An Reputed Organization. An organized, results-oriented Customer Service Professional with an excellent track record of significantly increasing service quality. Outstanding communication, relationship-building and influencing skills, A highly efficient individual with extensive experience able to adapt well to new environments and learn new processes quickly to achieve outstanding results. Strong ability to multi-task and prioritize Work, and able to organize. Want To work as a full time employee in a reputed and growing organization where my skills can be utilized to produce the quality product.

Work Experience

Feb-2021
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Continue

The Bank of Punjab

Personal Banking Officer

- Oversee account opening, account closing, and product sales activities.
- Work with management to develop customer retention and outreach strategies.
- Maintained compliance with banking regulations through diligent record keeping and reporting practices.
- Identify and contact potential customers to increase customer base.
- Work in compliance with bank policies and procedures.
- Reduced wait times and enhanced customer experience by implementing effective queue management strategies.

March-
2016-
Feb-2021

G.J Textiles

Assistant Account Officer

- Contributed to successful audits by maintaining accurate records and promptly addressing auditor inquiries.
- Reduced account discrepancies through diligent reconciliation of general ledger accounts on a regular basis
- Enhanced efficiency of invoice processing by automating workflows and reducing manual intervention.
- Improved financial reporting accuracy by streamlining data entry processes and implementing quality control measures.
- Handled day-to-day accounting processes to drive financial accuracy.
- Matched Sale orders with invoices and recorded necessary information.
- Maintained account accuracy by reviewing and reconciling checks monthly.