

BUSHRA RIASAT

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Al Nahda 1, Dubai



Ambitious, Self-motivated and Result oriented.

OBJECTIVE:

To serve a progressive organization offering conducive and peaceful atmosphere, job satisfaction, challenging and result-oriented tasks and opportunity for career development.

PROFESSIONAL SKILLS:

- ☐ Possess strong knowledge of GAAP.
- ☐ Can prepare General Ledger, book keeping, Bank Reconciliation Statements and Financial Statements.
- ☐ Can maintain financial records accurately.
- ☐ Good English composition skills.
- ☐ Strong interpersonal skills, can work efficiently with a team.
- ☐ Dedicated, self-driven and ambitious to complete tasks.
- ☐ Capable to work under pressure and maintain high degree of confidentiality.
- ☐ Can manage time effectively to meet deadlines.

ACADEMIC QUALIFICATION:

- ☐ Qualified M.Com (Finance) from Karachi University with 3.533 GPA in the year 2013.
- ☐ Passed B.Com. Examination from Karachi University with 1st Division (68% marks) in the year 2010.
- ☐ Passed Intermediate (Commerce) Examination from Board of Intermediate Education Karachi with 'A' Grade (73.72%) in the year 2007.
- ☐ Completed SSC Examination (Science) from Board of Secondary Education Karachi with "A-One" Grade (80.11%) in the year 2005.

PROFESSIONAL QUALIFICATION:

- ☐ Completed JAIBP in 2017 from Institute of Bankers of Pakistan (IBP).

EMPLOYMENT HISTORY:

Worked at MCB Bank Ltd. as General Banking Officer (Operations) from 07-07-2014 to 31-01-2020.

Key Responsibilities:

- ☐ Performing daily transactions including online clearing, funds transfer and issuance of Bankers Cheque.
- ☐ Opening of new accounts.
- ☐ Activation of dormant accounts.
- ☐ Processing account closure applications.
- ☐ Processing digital banking applications including issuance of ATM cards, LITE cards, activation of SMS alert service & mobile banking service.
- ☐ Assist in maintaining Audit rating.
- ☐ Advising clients in their financial matters.
- ☐ Maintain records accurately.
- ☐ Any other assignment assign by Branch Manager & Branch Operation Manager.

AWARDS:

- ☐ Was awarded “Spot Award” by MCB Bank Ltd. in recognition of performance in May 2017.
- ☐ Was awarded “Star Award” by MCB Bank Ltd. in recognition of performance in August 2018.

COMPUTER SKILLS:

- ☐ Ms. Office & Internet.
 - ☐ Completed “Advanced Excel Training Program” organized by Department of Commerce, University of Karachi.
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