



Muhammad Shahzad

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Home: PO SAME CHAK NO 131/9L TEHSILE AND DISTRICT SAHIWL, 57000 SAHIWAL (Pakistan)

ABOUT ME

To pursue a career in a progressive organization that provides opportunities for career growth and professional development in order to groom the overall personality. I am a person who is always ready to accept challenging tasks. I believe in hard & can also work with team have a good interpersonal skills. Can adopt the new environment very hard easily & quickly. You can provide a description of yourself here...

WORK EXPERIENCE

Branch Service Officer (BSO)

Meezan Bank [19/09/2022 – Current]

City: HARAPPA | **Country:** Pakistan

- Processing transactions: Handling financial and non-financial transactions at the branch counter, including cash sorting, ATM replenishment, and cheque processing.
- Providing customer service: Ensuring customers receive prompt and efficient service, and responding to challenging customers.
- Maintaining compliance: Ensuring compliance with bank policies and procedures, including regulatory requirements and AML/CFT regulations.
- Safeguarding assets: Safeguarding the cash vault, stationery, and ATM, and reporting suspicious transactions.
- Cross-selling: Marketing and cross-selling products to customers.
- Ensuring audit compliance: Assisting with maintaining the branch's audit rating and ensuring timely closure of audit and compliance reports.

Computer Science Teacher

HEEJAZ INTERNATIONAL EDUCATION SYSTEM [01/09/2021 – 01/09/2022]

City: Sahiwal | **Country:** Pakistan

- Computer science courses instructor.
- Primary to higher level computer science teacher.
- Lectures time management.
- Computer lab incharge and operator.

Computer Lab Operator and Incharge

CORVIT SYSTEM SAHIWAL [01/09/2021 – 01/09/2022]

City: SAHIWAL | **Country:** Pakistan

- Computer Maintenance.
- Computer Networking.

- Installing Operating Systems in PCs
- Software management.
- Manage internet connection

FREELANCING

FIVERR & Upwork [01/01/2021 – Current]

City: SAHIWAL | Country: Pakistan

- Web development and designing Services
- Graphic Designing Services

EDUCATION AND TRAINING

MASTERS IN COMPUTER SCIENCE

UNIVERSITY OF SAHIWAL [2019 – 2021]

City: SAHIWAL | Country: Pakistan | Website: <https://www.uosahiwal.edu.pk/> | Field(s) of study: COMPUTER SCIENCES | Final grade: 3.80/4.00

BACHELORS IN SCIENCES

Bahauddin Zakariya University - BZU [2017 – 2019]

City: MULTAN | Country: Pakistan | Website: <https://www.bzu.edu.pk/> | Field(s) of study: COMPUTE SCIENCE | Final grade: 497/800

HIGHER SECONDARY SCHOOL CERTIFICATE

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL, PAKISTAN [2015 – 2017]

City: SAHIWAL | Website: <https://bisesahiwal.edu.pk/> | Field(s) of study: HUMANITIES | Final grade: 670/1100

SECONDARY SCHOOL CERTIFICATE

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, SAHIWAL, PAKISTAN [2013 – 2015]

City: SAHWAL | Country: Pakistan | Website: <https://bisesahiwal.edu.pk/> | Field(s) of study: Sciences | Final grade: 627/1100

WEB DEVELOPMENT AND DESIGNING

Punjab Board of Technical Education [04/2019 – 09/2019]

City: SAHIWAL | Country: Pakistan | Website: <https://pbte.edu.pk/> | Field(s) of study: Website Development and Designing | Final grade: 86%

DIGITAL LITERACY

DIGISKILLS [11/2019 – 02/2020]

City: Sahiwal | Country: Pakistan | Website: <https://digiskills.pk/>

GRAPHIC DESIGNER

EROZGAAR [05/2022 – 08/2022]

City: SAHIWAL | Country: Pakistan | Website: <https://erozgaar.pitb.gov.pk/> | Field(s) of study: FULL STACK GRAPHIC DESIGNING

PEEF Scholarship Certificate

Punjab Educational Endowment Fund

Country: Pakistan | Website: peef.org.pk

ENGLISH DEVELOPMENT COURSE

INTERNATIONAL STUDENT EDUCATION BRIDGE TORONTO, CANADA [04/2022 – 08/2022]

City: SAHIWAL | Country: Pakistan

CERTIFICATE OF TRAINING COMPLETION

MEEZAN BANK [19/09/2022 – 30/09/2022]

City: MULTAN | Country: Pakistan | Website: <https://meezanbank.com/> | Field(s) of study: BRANCH SERVICE OFFICER BATCH TRAINING PROGRAM

CERTIFICATE OF APPRECIATION FOR RESPONSIBLE AND COOPERATIVE TEACHER

HEEJAZ INTERNATIONAL EDUCATION SYSTEM, SAHIWAL, PAKISTAN. [28/08/2022]

Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Urdu | Panjabi; Punjabi

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

PROGRAMMING LANGUAGES

PHP / Beginner JavaScript for WebDevelopment / MySQL Database. / JQUERY / C/C++ / Python Language - Basic knowledge / Web Technologies Fundamentals - HTML, CSS

SOFTWARES

MICROSOFT POWERPOINT / MICROSOFT WORD / Microsoft Excel / ADOBE PHOTOSHOP / INTERNET AND SOCIAL MEDIA / COMTASIA/FILMORA VIDEO EDITING / ADOBE ILLUSTRATOR

RECOMMENDATION

Prof Dr. Abdul Hameed

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Sahiwal. Pakistan.

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