

# HAMZA KHALID

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## OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.”

## EXPERIENCE

### MCB BANK

Universal Services Officer (Aug-2023 to Present)



To handle a wide range of customer’s Financial & Non-Financial Transactions, including cash Deposits, Cash Payments, Utility Bills Collections, Home Remittance Transactions, etc.

### Senew Tech

Data Analyst (March-2022 To July-2023)



Expert in Lead Generation, HubSpot CRM, Outreach and Data Research for Business Development.

### Rizwan Business Services

Data Entry Operator (2019 - 2020)  
To  
Data Researcher (2021 - 2022)



Proficient in Email finding and Contact for any type of Business as well as individual person with the required title.

EDUCATION

- University of The Punjab, Lahore (BBA), Bachelor Business Administration. (2022)
- University of The Punjab, Lahore (B.COM), Bachelor of Commerce. (2019)
- Govt. College of Shah Hussain Lahore (I.COM), Commerce. (2017)

SKILLS

Proficient in MS-Office specially MS-Excel, MS-Word & MS-PowerPoint

Google Sheet

Excellent verbal and written communication skills

English Typing 30wpm

Time Management

PROFESSIONAL EDUCATION

- Diploma in MS-Office
- Creative Writing
- Basic Chinese Language
- Freelancing

INTERESTS

- Business Handling
- Time Management
- Attending Seminars on different Marketing and Managerial subjects
- Sports
- Daily News Paper
- Learning new languages

PERSONAL-INFO

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- Marital Status: Single
  - Communication Language: English, Urdu, Punjabi
  - Nationality Pakistani

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- Reference Can be provided on request.