

Kinza Ijaz

Dynamic Business Management



Kinzash06@gmail.com



+92 (304) 4536886



in/kinza-ijaz-5a2428174

Why Kinza?

- Ambitious, motivated and talented individual with flair for finance and accounts and adequate commercial awareness. Very used to with all kind of operations work. Checking of legal documentation, supporting documents types of account and their terms and conditions. Holds comprehensive awareness of accounting processes, procedures and systems in perspective of varied business plans

CORE STRENGTHS & ENABLING SKILLS

- | | | |
|--------------------------|-----------------------|-------------------------------------|
| ▪ MS Office | Operations Management | ▪ Team Building & Leadership Skills |
| ▪ Training & Development | ▪ Project Management | ▪ Communication & Presentation |
| ▪ Oracle & Sieble | ▪ Budgeting & P&L | Skills |

PROFESSIONAL QUALIFICATION

PEPSICO , Multan, Pakistan Worked as “SUPPL CHAIN INTERN” From JUL -2024 to AUG 2024

- work closely with the PLCI capacity team to understand and support the full life cycle of 3rd party carrier procurement tracking, coverage, and strategy. Support both PepsiCo's internal transportation as well as the transportation of some of PepsiCo's largest strategic customers and suppliers.
- Prepare reports and final consolidated Dashboard for reviewing the performance.

Faysal Bank LTD, Multan, Pakistan Worked as “General Banking Officer” From Aug -2021 to Sep 2023

- Dealing with all day branch operations with responsibilities for managing and growing commercial business relationship ensuring that their banking needs are met pertaining to finance. Manage new to Bank accounts and providing proper guidance regarding to procedures and requirements to new/prospective customers. Also responsible to cross sell various products offered by the Bank.
- Reviewing and analyzing financial data, such as profit and loss statements, balance sheets, and other reports, to ensure the bank is operating efficiently
- Reviewing budgets to determine if expenditures are appropriate and staying within legal limits
- Reviewing loan applications to assess a customer's creditworthiness or reviewing commercial loan applications to determine if they meet lending guidelines
- Managing the operations of a bank branch, including hiring and training employees, monitoring employee performance, handling customer complaints, and resolving conflicts between customers.
- Operate a teller window and/or function as Locker custodian as assigned.
- Prepare weekly incoming/outgoing cash shipments to Head Office, according to schedule.
- Work with Branch Manager to promote a positive, enthusiastic work environment towards excellent Customer Service and harmonious Employee Relationships.
- Monitor proof corrections, teller corrections and Combined Reconciliation daily; work with staff to resolve out of balance situations and to improve accuracy as needed.
- Maintain Branch operational files according to retention and compliance guidelines.

Faysal Bank LTD, Multan, Pakistan Worked as “Service Ambassador” From Jun -2021 to Aug 2021

- Dealing with all day branch operations with Responsibilities for managing and growing commercial business relationship ensuring that their banking needs are met pertaining to finance. Deposit and trade Services. Also encompasses creating diverse banking products awareness in customer and desire the thirst of their need and convincing to buy commercial products.

Jazz Multan, Pakistan Worked as ‘Commercial Intern” 2019

- Support towards implementing projects to the Sales Operations and Planning team
- Demonstrate success in improving business performance by creating dynamic dashboard and visualizing KPIs performance, along with the geo mapping visualization

PROFESSIONAL QUALIFICATION

- Bahauddin Zakariya University, Multan, Pakistan (2019 – 2021) MBA
- Bahauddin Zakariya University, Multan, Pakistan (2017 – 2019) MSC – Accounting & Finance
- Bahauddin Zakariya University, Multan, Pakistan (2015-2017) Bachelor of commerce

DHA Multan, Pakistan