

SHEHARYAR

Chenab Rangers road near Syedan wali, Sialkot (51310) Punjab, Pakistan

shehryarmirza813@gmail.com

+923036036403

I Am Graduate In Business Administration Specialization In Finance And I Am An Experienced Person In Different Field Such As Accounts, Cashier, Data Entry Operator, Computer Operator, Sales & Marketing, Business Management And Administration, Customer Relationship Management (CRM).

Experience

GENERAL BANKING OFFICER (GBO) 14th June,2023 to Continue

BANK AL HABIB LIMITED

Sialkot (51310) Punjab, Pakistan

- Processes Clearing (Inward, Outward & Intercity) At A GBO Window.
- Process Transfer Funds From One Account To Other Through Customer's Cheque.
- Perform Administrative Duties (e.g. Entering Data Into Banking Software)
- Effectively Managed Client And Offered Financial Advice Regarding Investments And Savings.
- Help Customers Open And Manage Their Bank Accounts And Finances.
- Develops And Maintains Positive Long Term Relationships With Customers.

ASSISTANT MANAGER 19th January,2023 31st May,2023

ZAMEEN.COM

Sialkot (51310) Punjab, Pakistan

- Promote Sales Through Online Marketing, Open House Event.
- Answered Telephone Call To Field Inquiries From Clients.
- Do Outdoor Marketing For Hunting Potential Clients.
- Analyze Property Market To Help Clients Make Informed Decisions About Buying And Selling Real Estate Properties.
- Maintain A Positive Relation With Clients.

SALES EXECUTIVE 13th July,2021 to 18th January,2023

WEB EXCELS ALIBABA GLOBAL CHANNEL PARTNER

Sialkot (51310) Punjab, Pakistan

- Sales and Marketing of Company's Products and Services.
- Customer Relationship Management (CRM).
- Calls To the Potential Customers.
- Indoor and Outdoor Meetings with Potential Customers.
- Increase Company's Revenue.

TEACHER 17th September,2019 to 12th July,2021

LEARNING ZONE SCHOOL SYSTEM

Sialkot (51310) Punjab, Pakistan

- Delivering Lectures to Students
- Class Management
- Making & Checking of Tests, Assessments, Worksheets, and Papers
- Students Counseling

SKILLS

- Goal-Oriented
- Familiarity With Banking Software
- Investment Management
- English Spoken
- Accounts
- Cashier
- Data Entry Operator
- Computer Operator
- Microsoft Office
- Interpersonal Skills
- Revenue Generation
- Business Development
- Effective Marketing
- Ability To Motivate Staff and Maintain Good Relations
- Good Manners

Education

- **BBA (Hons)**
November,2022
Bachelor of Business Administration
- **DAE Mechanical**
August,2017
Diploma of Associate Engineer
- **Matriculation** in Science
July,2014

Hobbies

- Playing Cricket
- Conducting Research.