

WAJAHAT SHEHZAD

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Objective

To achieve excellence by innovative approaches, commitment, and teamwork. Seeking a position in a reputed organization that can fully tap my technical, organizational & intellectual potential with a nourishing environment.

Experience

First Woman Bank Limited (Universal Teller- UT)

Nov 2023 – June 2025

- Responsible for processing financial transactions and handling cash.
- Overseeing ATM deposits & withdrawals.
- Collect loan and utility payments.
- Maintain balanced, cash drawer for accountability.
- Record all transactions.
- Serves customer by completing account transactions.
- Responsible for handling customer, including taking deposits, disbursing cash, and investigating fees.
- Processing inward clearing transactions efficiently and accurately.
- Managing cash adjustments and reconciliations with other branches.

GNN News (Technical Operator)

May 2018 – June 2020

- Setup and operations of DSNG news van for daily newscast.
- Regular maintenance of van and equipment.
- Repairing of connectors, cables, buck, dish and antennas.

Kolson Company Private Ltd. (Sales Representative)

Mar 2017 – April 2018

- Achieved quarterly sales goals targets with increased attention to customer education and devotion to friendly customer service.
- Educate new and existing customers about the features and benefits of products for sale by visiting clients on site and demonstrating potential uses and solutions.
- Provided timely and comprehensive solutions and answers to client questions about product issues when asked.
- Build relationships with all costumers.
- Expert in product knowledge in a busy outdoor retail shop.
- Apply company payment terms with all costumers.
- Monitor sales on daily basis to ensure getting maximum productivity.

Din Foods & Sweets Private Ltd. (Sales Representative)

Feb 2016 – Mar 2017

- Develop, sell and issue suggested orders to the costumer according to their stocks.
- Receive payments from costumers.

Education	Masters in Economics		
	2022	Peshawar University	Peshawar, Pakistan
	Bachelors in Arts		
	2019	Peshawar University	Peshawar, Pakistan
	Diploma of Associate Engineer (DAE)		
	2015	Oxford Institute of Technology	Peshawar, Pakistan
	Secondary Education Science (Matric)		
	2012	F.G Tech. High School	Peshawar, Pakistan
Certification	Diploma of Information Technology		
	2024	Technical Board	Peshawar, Pakistan
	Diploma of Electronics (G-3)		
	2017	Technical Vocational Center (TVC)	Peshawar, Pakistan
Key Strengths	<ul style="list-style-type: none">▪ Proficient in MS Excel▪ Good Communication & Presentation skills.▪ Good Computer & interpersonal skills.▪ Speak effectively in group settings.▪ Adaptation according to situations.▪ Ability to perform well on both independent contributor and team member.		
Personal Data	<i>Current Residence:</i> Chah Kala Yakatoot Peshawar City Pakistan		
	<i>Languages:</i> English, Urdu, Pashto, and Hindko		