

# **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 customer according to their stocks.
- Receive payments from costumers.

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