




## Contact

 mohsinrazaqureshi2742021@gmail.com

 563248306

 Port Saeed dnata building Gharnata  
rent a car LLC opposite Al Madina  
hyper market deira ground floor 201

## Personal Details

S/O MAMOON UR RASHID QURESHI  
DATE OF BIRTH 31 - December,1989  
CNIC # 35201- 5456735 - 1  
Passport no EC 4917353  
Passport expiry 4 April 2026

## Area of Interest

- Banking & Finance
- Administration Accounts
- Customer Services
- Hoteling Management
- Marketing & Sales

## Skills

- Microsoft Word
- M.S PowerPoint, M.S Excel
- Hard worker

### (Details)

When I join newly branch in askari 9 Lahore cantt branch. I was on kyc account opening department. And I have no experience at this time and I am completed and open account in branch by single me input accounts with successfully.

# Mohsin Raza Qureshi

## Education/Diploma

Spoken English Language PITAC	2011
M.B.A Finance Superior Group of Colleges	2011
Bachelor of Commerce(B.COM) Superior Group of Colleges	2009
Intermediate in Commerce(I.COM) B.I.S.E. Lahore	2007
Matriculation(Science) Govt. Islamia High School Lahore	2005

## Experience

Sales Representative 13th April 2023 to till 10 Feb 2024  
Amafah Commercial Broker LLC in Deira Dubai

- Identify and prospect potential customers or leads through various channels, such as cold calling, networking, referrals, and online research.
- Build and maintain strong relationships with existing and new customers to maximize sales opportunities and foster customer loyalty.
- Present and demonstrate products or services to customers, showcasing their features, benefits, and value proposition.
- Achieve or exceed sales targets, quotas, and Key Performance Indicators (KPIs) set by the company.

Meezan Bank Limited 2019 to 2023  
Operation Officer

- Oversee day-to-day operations of the organization
- Develop and implement strategic plans and initiatives
- Identify areas for process improvement and enhance efficiency
- Allocate and manage resources effectively (personnel, equipment, budget)
- Collect, analyze, and interpret operational data for insights.
- Collaborate with senior management to develop and implement strategic plans and initiatives that align with the organization's goals and objectives.

Meezan Bank Limited

Jan 17, 2019 to April 2023

**Banking Services Officer (Operation) SO-1**

- Worked in bank clearance department on out ward / inward clearing.
- Remittances ( Ria, money gram, cash express, transfast payments from abroad), payment order making, demand draft) RTGS settlement Account opening of bank.

Allied Bank Limited

June 25, 2013 to Jan 2, 2019

**Teller**

- Handle cash transactions, count and verify cash amounts, and ensure proper cash handling procedures are followed.
- Accept and process various types of payments, such as utility bills, loan payments, and credit card payments.
- Assist in resolving customer complaints and escalate complex issues to the appropriate department.
- Stay updated on banking policies, procedures, and product knowledge to provide accurate information to customers.

Meezan Bank

June 25, 2012 to Sep 24, 2012

**Internship**

- Assist with customer service activities by interacting with customers, addressing their inquiries, and providing information about Meezan Bank's products and services.
- Support the account opening process by verifying customer information, collecting necessary documents, and ensuring compliance with regulatory requirements.
- Assist with data entry and record keeping, ensuring the accuracy and confidentiality of sensitive information.
- Observe and learn about the operational aspects of different banking departments, such as retail banking, corporate banking, and credit operations.

National Bank

July 15, 2010 to Aug 25, 2010

**Internship**

- Maintain a professional and positive attitude while adhering to the bank's code of conduct and ethical standards.
- Actively seek opportunities to learn and develop skills related to banking operations, customer service, compliance, and other relevant areas.
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