



PROFESSIONAL OBJECTIVE

To keep up with the cutting edge of technologies and to use my skills in the best possible way for achieving company's goals. To enhance my professional skills in a dynamic and fast paced workplace.

Work experience

Askari bank Pakistan limited

Maintenance officer

(08 MAY, 2018 TO Present)

Responsibility

- Collect and Arranged Data (through branches)
- Scrutiny of Account opening form
- Maintain Customer Accounts
- Updating record of customers at core banking system
- Working on profit rate of bank at core banking system
- Maintaining customers bank accounts with ATM debit card
- Maintaining customers cheque books record at core banking system and vault
- Receive and deliver the customers cheque books to branches for delivery

ISRA University Islamabad Campus, Pakistan

Computer Operator

(23 May, 2016 TO 21, Nov 2016)

Responsibility

- Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses report.
 - Maintained office scheduling and event calendars.
 - Composed, typed and distributed meeting agendas and minutes, routine correspondences and reports.
 - Set up and handling incoming mail and office filling system.
 - Collected and coordinated the flow of internal and external information.
 - Established the administrative work procedure for tracking staff's daily tasks.
- Providing professional, efficient and effective HR support to Additional Registrar.

Askari Bank Pakistan Limited

Internee

(20 June, 2011 TO 30July, 2011)

Responsibility

- Help customers open and manage their bank accounts
- Resolve issues with banking services
- Assist and contribute to the team

Qualification

MBA

APCOM (Affiliated by UET Taxila)

(1 Sep, 2014 -27 May, 2016)

BBA (Honors)

NUML, Islamabad

(JAN 2009 — DEC 2012)

F.Sc

F.G Sir Syed College The Mall Road, Rawalpindi Cant.

(2006 — 2008)

Matriculation

F.G Sir Syed Secondary School For Boy Rawalpindi Cant.

(2005 — 2006)

THESIS

Determinants of Customer Loyalty in Pakistan Telecommunication Sector

Professional SKILL

Good knowledge about CMS(customer management system) system of bank.

Good knowledge about Oracle flexcube banking system.

Flexible and adaptable to changing environments and self-confident

Excellent ability to work independently and as part of a team

Highly effective in analyzing and achieving goals, outcome oriented.

Strong innovation, and creative problem-solving skills

Hobbies

Photography, Driving, Websites searching and internet Browsing.

Personal profile

Name:	Faisal Yaqoob
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REFERENCES

References available upon Demand