

JAWERIA QURESHI

OBJECTIVES

I want to do a good job in a place where things can be busy and fast. I'm good at understanding what a business need. I can think clearly and learn on my own. I want to use these skills to help a company do well and solve problems.

PERSONAL PROFILE

Father Name: Abdul Ahad Qureshi
Nationality: Pakistani
Religion: Islam
Marital Status: Unmarried
Contact: 03316707613
E-Mail: jaweriaqureshi16@gmail.com

QUALIFICATIONS

M.Com:	2021 TO 2023	PUNJAB UNIVERSITY
B.COM:	2018 TO 2020	PUNJAB UNIVERSITY
I.CS:	2016 TO 2018	FEDERALBOARD
MATRIC:	2014 TO 2016	FEDERALBOARD

MANAGENENT SIKLLS

- Effective leadership, team building, and communication abilities
- Proficient in problem-solving, decision making, and motivation
- Forward planning and strategic thinking capabilities

COMPUTER SKILLS

- MS Office
- Google Drive
- CBS- Oracle Software
- Presentation/SlideShare

PERSONAL SKILLS

- Innovative and solution-oriented mindset
- Adaptability and ability to thrive in dynamic environments
- Collaborative team player with excellent interpersonal skill.

EXPERIENCE

Service Ambassador

1.2 year experience in UBL at OG-3

- Provide information to customers on their account status. Account balances, account statement.
- Open new bank accounts according to laid down rules and guidelines. and also doing Clearing, transfer ,Real Time Gross Settlement(RTGS),Know your customer(KYC).for CIF abonnement and also handling ATM and cheque book.
- Managed the branch environment and supervised floor operations, ensuring a seamless customer experience.
- Engaged both new and existing customers through effective communication to understand their banking needs.
- Improve customers' banking experience with the bank by ensuring that the customers are attended to promptly and all their challenges are resolved without delay.

REFERENCE

Available upon request.