

# Amir Liaquat

Secure a position with a leading organization that will lead to a long term career relationship, where I will use my skills and experience in the market.



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## WORK EXPERIENCE

### General Banking Officer (GBO) Bank AL Habib Limited

07/2024 - Present

Islamabad/Rawalpindi

Achievements/Tasks

- Account Opening & General Banking Services
- Inward/Outward Clearing, Remittances, ATM Cards, Cheque Books & Lockers
- Customer Services Queries and Compliance.

### Branch Service Officer (BSO) Al-Baraka Bank (Pakistan) Limited

12/2021 - 07/2024

Islamabad/Rawalpindi

Achievements/Tasks

- Account Opening & Banking Operations
- Successfully done activities related to Cash Handling/Balancing, Clearing, Remittances, ATM Cards, Cheque Books & Lockers.

### Front Desk Officer (FDO) The Diabetes Centre (TDC-HO)

04/2021 - 12/2021

Islamabad

Achievements/Tasks

- Answering Multi-line Phones, Make Follow-up/No Show Calls, Filing, Cash Handling, Patients/Staff Announcements, Scheduled Appointments & Registered New Patients.

### Intern Islamabad Marriott Hotel (IMH)

07/2017 - 08/2017

Islamabad

### Intern Pak Telecommunication Company Ltd (PTCL)

07/2016 - 08/2016

Islamabad

## EDUCATION

### Bachelor of Science in Business Administration (BSBA Hons.) Quaid-i-Azam University, Islamabad

2014 - 2018

CGPA 3.10/4.00

Courses

- Finance & H.R

### Diploma of Associate Engineering (DAE) GCT Rasul, Mandi Bahauddin (PBTE)

2010 - 2013

77%

Courses

- Civil Technology

### Matriculation

F.G Boys High School, Rawal Dam (F.A),  
Islamabad (FBISE)

2008 - 2010

70%

Courses

- Science

## SKILLS

Communication Skills

Customer Service

Adaptability

Leadership

Teamwork

Time Management

Pressure Handling

Decision Making

Multi-Tasking

MS Office i.e. Excel, Word & PowerPoint

## ACHIEVEMENTS

AutoCAD 2D&3D Course, Grade A+ (01/2014 - 03/2014)

Construction Technology Training Institute (CTTI), Islamabad

## ACADEMIC PROJECTS

BSBA (2014 - 2018)

- Analysis of organizational management of "D. Watson Islamabad"
- Analysis of organizational behavior in "Haidri Beverages (Pvt) Ltd"
- Analysis of the Corporate Social Responsibility department of U-FONE.
- Research of Consumer Behavior in "Centaurus Mall, Islamabad"
- Contribution in Project "To Brand Pakistan" by Sayyed Ahmed Masaud.
- Analysis of Operations in "Islamabad Marriot Hotel, Islamabad"
- Analysis of information system in "VTT Global (Pvt) Ltd. Islamabad"

## CERTIFICATES

7 Weeks BSO Batch Training on "Islamic Banking" at ABPL.

IBP Certificate of Achievement "Branch Teller Basics"

IBP Certificate of Achievement "AML-CFT"

## SEMINARS

Seminar by Securities and Exchange Commission of Pakistan (SECP) on "Jama Punji"

"Communication Skills" Seminar by Motivational Speaker Sulmeen Ansari.

"Personal Branding" Seminar by Suleman Ansar Khan.

Seminar on "Leadership" arranged by Institute.

## LANGUAGES

Urdu



English



Punjabi



## INTERESTS

Book Reading

News

Travelling

Cricket