

MUHAMMAD DANIYAL KHAN

Business Graduate

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PROFESSIONAL SUMMARY

Detail-oriented professional with experience in customer service, visa processing, and marketing. Skilled in handling customer queries, data entry, and financial analysis. Proficient in Microsoft Office tools with strong communication and organizational skills. Holds a BBA in Finance and a passion for community service.

PROFESSIONAL EXPERIENCE

Visa Service Officer

TCS Pvt. Ltd., Islamabad | Feb 2024 – Jan 2025

- Handled customer queries and complaints, ensuring high satisfaction.
- Processed visa applications and performed daily data entry tasks.
- Uploaded biometric data to embassy portals, maintaining compliance.

Marketing Intern

AH Game Studio, Rawalpindi | Sep 2022 – Oct 2022

- Authored SEO-optimized blogs daily, boosting website traffic by 15% during the internship.
- Collaborated with the marketing team to align content with brand strategy.

EDUCATION

Bachelor of Business Administration (Finance)

Riphah International University, Islamabad | Sep 2019 – Sep 2023

- Relevant Coursework:** Financial Management, Marketing, HR, Operations Management.

FSc (Pre-Engineering)

Askaria College, Rawalpindi | Aug 2017 – Jun 2019

Matriculation

Bahria Foundation College, Rawalpindi | May 2017

SKILLS

- Technical:** Microsoft Excel (Advanced), PowerPoint, Word, Data Analysis, Financial Modeling.
- Customer Service:** Complaint Resolution, Client Relationship Management, Biometric Processing.
- Soft Skills:** Communication, Time Management, Team Collaboration.

PROJECTS

Financial Performance Analysis

- Developed a financial model for a fictional company, analyzing balance sheets and projecting revenue growth.
- Presented findings to faculty, receiving top marks for accuracy and depth.