

Aqsa Pervez

Business Administration

BBA graduate with hands-on experience in banking operations, customer service, and Financial management. Actively involved in community work at the Police Rescue Center, where I developed strong teamwork, leadership, and problem-solving skills. Currently seeking a dynamic role to apply my expertise and contribute to organizational growth.

✉ maqsa7003@gmail.com

☎ 0318 1549733

📍 Street #14, Allama Iqbal Colony Rawalpindi, Rawa, Pakistan

EDUCATION

BBA

Ripah International University

2022 - 2024

3.58 CGPA

Courses

- Human Resource Management
- Financial Management
- Financial Accounting
- Business Law

ADP Commerce

University of Central Punjab

2017 - 2019

2.98 CGPA

Courses

- Business Communication
- Accounting & Finance
- Auditing
- Entrepreneurship

SKILLS

MS Office

Customer Handling

Problem Solving

Time Management

Leadership

Quick Learner

Decision Making

Communication Skill

Teamwork

LANGUAGES

Urdu

Full Professional Proficiency

English

Full Professional Proficiency

Punjabi

Full Professional Proficiency

WORK EXPERIENCE

Customer Service Officer

The Bank Of Punjab

07/2025 - Present

Islamabad

Achievements/Tasks

- Account Opening
- Customer Experience
- Floor Management
- Customer Follow-up

Internship

Meezan Bank Limited

08/2024 - 09/2024

Rawalpindi

Achievements/Tasks

- Account Opening
- Record Keeping
- Deposit Enhancement
- Cross Selling
- Cheque Book & ATM Issuance