



Zia Ur Rahman Awan

Peshawar Pakistan

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Objective

Dedicated banking professional with strong expertise in customer service, sales, and digital tools. Experienced in managing client accounts, resolving queries, and supporting daily banking operations with efficiency and professionalism. Brings a solid understanding of HR practices along with knowledge of modern accounting and business systems. Known for quick learning, adaptability, and a focus on continuous improvement. Adding this skill set to your organization means stronger client relationships, improved workflow, and a team member who contributes to growth, stability, and long-term success.

Education

- Institute Of Management Studies, University of Peshawar** Sep 2020 - August 2024
Beachlor Of Business Administration Hons (HRM)
- Government College Of Commerce and Management Sciences (Board of Technical Education Peshawar)** March 2020 - January 2021
Diploma in Information Technology (DIT)
- Muslim College of Commerce And Management Science (Board Of Technical Education Peshawar)** April 2018 - July 2020
Diploma in Business Administration (DBA)
- New Islamia Public High School Peshawar, BISE Peshawar** March 2016 - July 2018
Matric/SSC

Experience

- The Bank Of Punjab, Pakistan** September 2024 - Present
Personal Banking Officer (PBO) OG-III
- Pakistan Telecommunication Company Limited (PTCL)** May 2023 - August 2023
Internship
Human Resources Department, Peshawar Head Office
No.TRG.15-27/2023 - May 8, 2023
- OBAID Nursery Farm ® (FSC&RD) Govt of Pakistan, Islamabad** Dec 2018 - February 2023
Farm Manager and HR/Sales Coordinator
Cultivation
Manage plant care, sales, and labor salaries.
Ensure sustainable practices.

Skills

- Recruitment And Selection
- Communication Skills
- Computerized Accounting
- Microsoft Product (Word, Excel, PowerPoint)
- Training And Development
- Performance Management
- Agriculture
- Help and Support
- Empathy and Care
- Management

Certification

- **Computerized Accounting**
Government Of Pakistan (National Vocational And Technical Training, Commission) Prime Minister Youth Skill's Development Program
Computerized Accounting (PeachTree And QuickBook)
Sr.No-035291 Registration.No K-23-35291
- **English Proficiency Certificate**
University of Peshawar
For verification: aracademics@uop.edu.pk
- **Social Media Marketing**
Digital Skills Training Programme
Supported by USAID
- **Recruiting Hiring And Onboarding Employees**
Coursera
- **Data Analytics Essential**
Coursera

Languages

- English
- Urdu
- Pashto
- Hindko

Reference

- **Sardar Ateeq Ur Rahman Khan - Allied Bank Limited, Pakistan**
Branch Manager
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- **Dr. Sardar Atta Ur Rahman Khan - University of Wollongong , Northfield ave Wollongong NSW 2522 Australia .**
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