

Syed Waleed Bin Shuja

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Address: House no 261 sector E ASC colony nowsherq cantt



Objective:

I am seeking a competitive and challenging environment where I can serve your organization and establish a career for myself

Job Experience

Nrsp Microfinance Bank Operation Officer May 2025 - Till Date
Cash handling, Account opening, Clearing

Apna Microfinance Bank Cso Dec 2022 - 4 2025
Responsibilities Process transactions: Handle cash deposits, withdrawals, and exchanges Assist with accounts: Open and close accounts, and ensure documentation is in order Balance cash: Balance cash registers and ensure cash security Provide customer service: Welcome customers, answer questions, and resolve problems Promote banking products: Cross-sell banking products and recommend them to customers Collect payments: Collect loan payments and process duplicate statements Maintain records: Keep records of transactions and customer files Comply with regulations: Follow all applicable laws and regulations Ensure customer satisfaction: Provide feedback on customer needs and complaints

Education

Institution: Bacha Khan University
Major: Earth Science
GPA: 3.4

Institution: Nisar Shaheed Degree College
Major: Intermediate
Percentage: 75

Institution: Aps Armour Nowshera
Major: Matric
Percentage: 72

Field of Interest

Customer service

Administrative support

Skills

Adaptability
Skills management

Customer service
Leadership

Communication

Strengths

Interpersonal
communication

Teamwork

Hobbies

Social web

Outdoor games

Personal Details

Father's Name : Syed Shah Shuja

Gender : male

Marital Status : single

Nationality : pakistani

Languages Known : Pashto,Urdu,English

Declaration

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.



(SYED WALEED BIN SHUJA)