

ABDUL RAFFAY

+92 (315) 3001997 - Wah Cantt, Pakistan

abdulraffay4545@gmail.com

PROFILE SUMMARY

Business Administration graduate with practical experience in the banking sector and a strong foundation in analytical and problem-solving skills. Demonstrates effective communication and teamwork capabilities. Committed to leveraging academic knowledge and hands-on experience to contribute to a dynamic organization, bringing adaptability, a strong work ethic, and a focus on achieving success.

EXPERIENCE

Banking Services Officer (BSO) Allied Bank Limited (ABL)	January 2025 – Present Wah Cantt, Pakistan
Learnings: - Customer Relationship. - T24 software - Clearing - Accounts management	
Management Trainee Officer (MTO) Allied Bank Limited (ABL)	August 2024 – Dec 2024 Islamabad, Pakistan
Learnings: - Understanding of banking sector in Pakistan - Collaborative Team Member. - Problem Solver. - Professional Development Enthusiast.	
Front desk (Intern) United Bank Limited (UBL)	July 2023 – August 2023 Wah Cantt, Pakistan

SKILLS

Technical skills	MS Excel, MS Word, MS PowerPoint
Soft skills	Effective Communication Skills, Collaborative Team Player, Adaptable Problem-Solving Skills, Efficient Time Management and Positive Leadership
Languages	Urdu, English & Punjabi

EDUCATION

Bachelor of Business Administration (BBA) , COMSATS University Islamabad, Wah Cantt Final Grade 3.56/4.0	Jul 2024
FSc. , The Hope College of Science and Commerce, Wah Cantt Final Grade 778/1100	June 2019
Matriculation , Sir Syed College, Wah Cantt Final Grade 691/1050	March 2016

EXTRA-CURRICULAR ACTIVITIES

- COMSATS Dramatic Society:** Organizer and President. It helps me with my management skills and enthusiast me for team work.