

Mubashar Murtaza

Administrative support, Customers Support, Professional experienced, working in fast-paced environment demanding strong organizational, technical and inter personal skills. Trustworthy, ethical and committed to the work assigned. Confident & poised in interaction with individual at all levels. Detail oriented and respectful in completing projects; able to do multi-tasks effectively.



mubasharmurtaza70@gmail.com

0506836101

Sanaiya, Al ain, United Arab Emarites

EDUCATION

BS Hons. (Computer Science)
University of Agriculture Faisalbad
2016 - 2020

FSc Pre engineering
Allama Iqbal Science College Gojra
2014 - 2016

Matric(Science)
Government High School Gojra T.T Singh
2013 - 2014

EXPERIENCE

**Customer services/Vouchers
Generating/Computer Operator**
Beacon Impex pvt ltd
06/2021 - 02/2023 Faisalabad, Pakistan
Responsibilities

- Dealing customers, receiving and delivering materials to customers, maintaining inward and outward stock balance, products vouchers generating, maintaining systems within LAN, generating stock reports, posting vouchers

Teller/Customer services/Cashier
Silk Bank Limited
11/2020 - 05/2021 Faisalabad, Pakistan
Responsibilities

- Completing customers accounts transactions, Providing Customers accounts services by receiving deposits and loan payments, cashing checks, issuing saving withdrawals, selling cashier and travelers checks, Remittance, Answering questions of the customers and refer to other banks if necessary, informing customers new services and product promotions, Bills clearance

SKILLS

Teller Marketing Customer services

Quality Assurance Oracle Database

Computer Hardware Fast Typing speed

Computer operator Data Entry Specialist

Microsoft Word Microsoft Excel

Microsoft Powerpoint Inpage Cashier

LANGUAGES

English Full Professional Proficiency	Urdu Full Professional Proficiency
Hindi Limited Working Proficiency	Arabic Limited Working Proficiency

VISA STATUS

Visit Visa 2 Months 7/3/2023-7/5/2023

Passport Number CS0975841

Place of Issue Toba Tek Singh

Date of Issue 23 May 2022

Date of Expiry 22 May 2027