



DANYAL HAMEED

(Curriculum vitae)

ABOUT ME

"Seeking an environment where my knowledge share and enriched in all spheres along with accomplishment of organization goals with respect to career vision"

ADDITIONAL DETAILS

DOB:- 07-11-1999

Visa Status:- Employment

Passport:- FP6274421

Phone:- +971545100232

Email:- shkdanyal222@gmail.com

Address:- Hor al anz, Dubai

LANGUAGE

- English.
- Urdu.
- Arabic (Readable)

EXPERTISE

- Management Skills
- Creativity
- Customer Services
- Banking/Accounts
- Credit Administration
- Ms Office
- Computer applications
- Reading/Writing
- Negotiation
- Sales Marketing
- Leadership

EXPERIENCE

Khushhali Microfinance Bank Ltd, Customer Services Officer (2021-2023).

Key Responsibilities:-

- Account Creation and Management.
- Processing deposits.
- Processing withdrawals.
- Cashing cheques.
- Giving customers advice about the bank and its facilities.
- Answering customer questions.
- Drafts Clearing, Biometric enquiries, Tax enquires.
- KYC Verification.
- Temenous 24 Banking Software Operations.
- Computer Operations.
- Microsoft Word, Excel, Libra Office.

Khushhali Microfinance Bank Ltd, Cashier(On Job Rotation for 6 Months)

- Cash Management & Handling
- Cash Sorting & Till Balancing
- Cash Deposit & Payments etc.

Khushhali Microfinance Bank Ltd, Credit Administration Officer(On Job Rotation for 6 Months)

- Credit Management & Analysis.
- Loans & Financing.
- Disbursements.

Next Gen Technologies Ltd, Customer Sales Representatives(2019-2021)

- Telemarketing & Sales
- Product Marketing & Promotion.
- Telecommunications and Customer Services and Web Support(Emails)

Clinix Pharma, City Hospital Pharma, Green Pharmacy, Sales Assistant (2017-2018)

- Accept prescriptions for retail pharmacists to fulfill.
- Advise customers on the selection, price and use of non-prescription medicines.
- Advise customers on the correct application and storage of medicines.
- Sell goods such as non-prescription drugs, first aid supplies, toiletries and cosmetics.
- Part Time Job Experience.

EDUCATION

• **University of Sargodha, Pakistan**

Master's in Commerce (M.com)

Bachelor's in Commerce (B.com)

• **Higher Secondary Certificate,Punjab group of College, Sargodha**

Intermediate in Computer science

• **Secondary Education Certificate,Kims High School**

Matriculation in Computer science