



AQSA MEHMOOD

Work Experience

About Me

I have a clear, logical mind with a practical approach to problem solving and self-motivated person. I have strong technical skills as well as excellent interpersonal skills. I am excellent in working with others to achieve a certain objective on time and with excellence.

Contact Me

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📍 Maza Signal, Sharjah, UAE.

Expertise Skill

- Analytical & problem solving skills

90%
- Communication

95%
- Ability to work in multiple projects

85%
- Motivational

95%
- Building Long Relationships

80%
- Leadership Skills

90%
- Conflict Handling

85%



Bank Alfalah

Bank Alfalah Limited

Teller | Sep 4, 2018 - June 20, 2023

Responsibilities:

- Payment of bills and recording and accounting for receipts and maintenance of records of all transactions on excel spreadsheets.
- Daily reconciliation of cash and receipt boxes and recording this on excel spreadsheet.
- Depositing money and cheques in the bank regularly and maintain good relationship with bank staff. Pay and account for claims to staff.
- Processing payroll, cash advances, staff claims, and daily entry of receipts including cash, debit memos, advances and bank transfers.
- Daily checks and reconciliation of cash boxes and unbanked receipts and weekly bank reconciliation checks.
- Maintenance of the payment sequence and accounts department filing system and file store.
- Monitoring and reporting exchange rates.



Exponents Business Solutions

Call Centre Representative | 2017 - 2018

Responsibilities:

- Manage large amounts of inbound and outbound calls in a timely manner
- Follow communication "scripts" when handling different topics
- Identify customers' needs, clarify information, research every issue and provide solutions and/or alternatives
- Seize opportunities to upsell products when they arise
- Build sustainable relationships and engage customers by taking the extra mile
- Keep records of all conversations in our call center database in a comprehensible way
- Frequently attend educational seminars to improve knowledge and performance level
- Meet personal/team qualitative and quantitative targets

Academic Qualifications

2013-2017

MS Marketing

Bahauddin Zakariya University, Multan.



2011-2013

B-Com.

University of Sargodha



2009-2011

Intermediate/DBA

Punjab Board of Technical Education



2009

Matric/S.S.C

Board of Intermediate and Secondary Education, Multan, Pakistan.



Certifications

CCA - 6 Months (2012)

Computer Course Application



PIA - 3 Months (2015)

Internship at Pakistan International Airlines



PR - 3 Months (2016)

Internship at Paradigm Resources



ILC - 3 Months (2016)

British International System



IJSER - 3 Months (2017)

Certificate of RP in Journal



PMC - 1 Year (2022)

Diploma at Pakistan Montessori Council



IE - 3 Months (2022)

Interior Designing Course at Interior Eight

