

## **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.

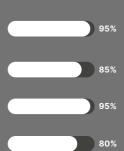
#### Contact Me

- Aqsaamahmood9@gmail.com
- +97156-2321071
- Maza Signal, Sharjah, UAE.

## **Expertise Skill**



- Ability to work in multiple projects
- Motivational
- Building Long Relationships
- Leadership Skills
- Conflict Handling





# 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
- · 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
- · 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

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** 

