

Ahsan Khaliq

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Visa Valid till 15th July, 2025



CAREER OBJECTIVE:

To make establish a career as an Executive in a dynamic and progressive organization where my skills can contribute to the company's goals and achievements and also aid my own personal and professional goals.

CAREER PROFILE/SKILLS:

- Management and Operation
- Communication
- Operations and Supply Chain

PROFESSIONAL WORK EXPERIENCE:

Organization: Habib Bank Limited- Banking
(Leading Bank of Pakistan)
Tenure: May 2022– May 2023
Designation: Support Officer



Responsibilities:

- Data Entry and Processing (Entering Customers and Agents into banking system and updating information)
- Resolve Customer Complaints
- Administrative Tasks (Filing, Organizing Documents and maintaining Records. Schedule appointments and meetings)
- Facilitate Customers over phone calls and emails (Online Banking queries, Account issues)
- Inventory Management, Tracking and reporting
- Presentations and Reports Design

Achievement:

- Time Management and Team Work

Organization: Alizium Public School- Education
(A Reputed Educational Institute)
Tenure: Jan 2020 –April 2021
Designation: Campus Coordinator & Teacher
Responsibilities:



- Curriculum Development and Coordination
- Teacher Support and Professional Development
- Student Assessment and Progress Monitoring
- Parents and Community Engagement
- Manage School Events and Activities
- Collaboration and Communication
- Admission and Enrollment
- Policy Implementation and Compliance

Achievements:

- Multitasking

Organization: Meezan Bank Limited- Banking
(Leading Islamic Bank of Pakistan)
Tenure: Sep 2019 – Oct 2019
Designation: Intern



Responsibilities:

- Customer Service and Assistance (Greeting and assisting Customers at front desk, directing them to appropriate departments and assist with accounts related tasks)
- Financial Analysis
- Regulatory Framework (Learning about regulatory Framework within which Bank Operates)
- Assisting with Marketing and Sales (Participate in marketing Campaigns and events to promote bank's products and services)
- Attending training session and workshops to enhance understanding of banking processes and regulations

Achievements:

- Leadership and Team Management

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Masters of Business Administration	IQRA University, Karachi	2023
Bachelor of Business Administration	University of Central Punjab	2020

CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office** (All versions, esp. MS Word, MS Power Point, Outlook and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)
- **QuickBooks** (All versions)
- **Bookkeeping** (Journal Entries, Ledger Posting, Trail Balance & Adjustments, Financial Statements)

PERSONAL INFORMATION:

Father's Name : Abdul Khaliq
Date of Birth : 9-Sep-1997
Nationality : Pakistani