

CV

CONTACT INFO

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LANGUAGE

English
Urdu
Punjabi

SKILLS

- MS Office (including all applications)
- Logo designing
- SPSS, Windows
- Internet, social media
- Data analytics
- Anti-money laundering
- Correspondent banking
- Presentation
- Typing team performance
- Treasury management
- Management software

INTERESTS

- Playing Badminton
- Snooker
- Cricket
- Listening to Music
- Gaming

SYED NAJAM UL HASSAN

PROFESSIONAL SUMMARY

To become a part of a highly-reputed and eminent institute and to gain exceptional career move ahead through long efforts and performance regularity.

SUMMARY OF QUALIFICATIONS:

Highly gifted management and training aptitude Crystal clear understanding of the underlying principles of the subject and its relevancy to other domains In-depth knowledge of various techniques and approaches applied Perfect knowledge about the common job duties of a worker and ability to perform them efficiently Familiarity with the general administrative environment at institutes and idea about their practices.

WORK EXPERIENCE

FOREING TRADE OFFICER

JUNE 2021- Current

HABIB METRO POLITIAN BANK | Sialkot, Pakistan

- PROCESSING OF FOREIGN PAYMENTS
- LETTER OF CREDIT
- DOCUMENT DISPATCH
- LODGEING FOREGN BILLS
- SWIFTS PAYMENT PROCESSING
- SPREAD SHEATS
- EMAIL MANAGEMENT
- EXPORT DOCUMENTATION
- DOCUMENT SECURITNY

LOGO DESIGNING Learner

December 2018 - March 2019

YOUSAF NAWAB INT | SIALKOT, PAKISTAN

- Logo designing and Photoshop training
- Creating layouts by implementing the appropriate design principles.
- Working from rough instructions to prepare layouts including online promotions, digital signage and online demos etc.
- Designing logos and collateral materials as per the specifications of the clients.
- Coordinating with the design director in all phases of project development.

Account Manager

August 2019 – August 2020

BIK INDUSTRIES | Sialkot, Pakistan

- Responsible to record all financial activities
- Collecting and analyzing data to learn more about consumer behavior.
- Keeping accurate records pertaining to inventory and account notes.
- Maintaining updated knowledge of company products and services.
- Resolving complaints and preventing additional issues by improving processes
- Identifying industry trends.
- Acting as a client advocate with a focus on improving the buyer experience

IT SKILLS

- Budgeting.
- Network security.
- Leadership.
- Database management.
- Innovation.
- Programming languages.
- Collaboration.

ACADEMIC BACKGROUND

STUDYING BACHOLER IN BUSINESS AND INFORMATION TECHNOLOGY	OCTOBER 2022
ADP IT	AUGUST 2018
University of Central Punjab, Lahore, Pakistan	
FSC PRE ENGINEERING	DECEMBER 2016
GIFT Colleges, Gujranwala, Pakistan	
Matriculation	APRIL 2014
The Education City School, Daska, Pakistan	