



NUZHAT YAQOOB

Al Nahda Sharjah

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Career Objective

Seeking a challenging position in a progressive organization with an aim to contribute positively towards the objectives of the organization to the best of my capabilities and provide a blend of intellect, hard work, creativity, teamwork and knowledge to achieve professional growth.

Professional and Academic Qualifications

Professional	Master of Commerce (Accounting Specialization) University of the Punjab Gujranwala Campus.	2018	CGPA (3.48/4.00)
	Computer Office Management, Diploma		
Academic	Bachelor of Commerce Punjab University Lahore.	2014 (1047/1500)	70% (1st Div)
	Intermediate In Commerce Board of Intermediate and Secondary Education Gujranwala	2012 (883/1100)	80% (1st Div)
	Secondary School Certificate (Matriculation) Board of Intermediate and Secondary Education Gujranwala.	2010 (810/1050)	77% (1st Div)

ALLIED BANK LTD.

5 years (Dec 2018- Sep 2023)

Job Responsibilities includes

- Cash Handling
- Customer Service
- Account Opening
- Stop Payment
- Dormant Activation
- Cheque Books/ATM Cards Issuance/
- Expired CNIC Updating/Biometric Verification
- Clearings (Inward/Outward Clearing)
- PO/DD's Issuance
- Home Remittances Payments
- RTGS (Inward/Outward)
- CTR/STR Reporting
- Expenses Posting/Accruals/Approvals.
- Checking of Daily Vouchers.
- ATM Reconciliation/Balancing

SUPERIOR GROUP OF COLLEGES KAMOKEY.

Working in Superior Group of Colleges Kamokey Campus (from 1st Jan 2018 to May 2018) as **Lecturer in Commerce.**

- Experience to Teach at Inter & Graduation level Classes.

TRAININGS/SEMINARS

- Have completed 06 Month Training at Management Development Centre Lahore.

RESEARCH TOPIC

The Impact of Transformational Leadership on Job Satisfaction and Job performance through the mediating role of respect for employees. A Case of Banking Sector of Pakistan.

- **Supervisor** Mr. Bilal Ghaffar (Lecturer in Punjab University Gujranwala Campus)
- **External Examiner** Dr. Fouzia Ali Internal Linkage Punjab University Lahore

ACHIEVEMENT & AWARDS

- Monetary reward from “Punjab University Gujranwala Campus”
- Monetary reward from “Punjab Education Endowment Fund”
- Awarded Laptop in Prime Minister’s Laptop Scheme on Research Basis.

PROJECTS/PRESENTATIONS

- Project Work on Manufacturing of Moringa Tea for Cancer and Diabetes Patients.
- Project Work on Manufacturing of Un-breakable Crockery.
- Project on EFU Auto and General Insurance.
- Presentation on Factors effecting performance of an organization (Job Satisfaction, Employee Turnover, Citizenship behavior, Organizational Justice).
- Presentation on Corporate & Business Law.
- Presentation on Listing of Corporate Veil.
- Presentation on various Management Dimensions (Strategic Management, HRM, Organizational Behavior)
- Presentation on prudential regulations/AML/CFT Regulations

COMPUTER SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook

SOFTWARE’S KNOWLEDGE

- SPSS
- TEMENOS T-24
- TALLY

PERSONAL INFORMATION

Marital Status	Married
Date of Birth	December 21, 1993
Father’s Name	Muhammad Yaqoob
Nationality	Pakistani
CNIC	34101-3910428-2
Domicile	Gujranwala (Punjab)

REFERENCES: Will be furnished on demand.