



MUHAMMAD IHTISHAM AWAN

Inside Asia gate, Street Dhandian House no 1170

Peshawar, Pakistan

Mobile: + 92 3359671852

asrkhan196@gmail.com

PROFESSIONAL PROFILE:

Educated with an analytical mind now wishing to use my considerable knowledge and qualifications to the benefit of both a company and myself. Ideally, I would comfortable in customer focus environment with communicating ideas, projects and results to colleagues and management. Enjoys being part of, as well as leading, a successful and productive team and thrives in highly pressurized and challenging working environments.

TRANSFERABLE SKILLS:

- ***Precision:*** Understanding the importance of attention to detail.
 - ***Communication:*** Confident and articulate in both written and oral communications.
 - ***Analytical:*** Logical evaluation of alternatives with a strong capability to deliver preferred options.
 - ***Customer Care:*** Interfacing with customers to ensure their satisfaction and to maximize the company's profile.
 - ***Creative:*** Generating original ideas and suggestions, thinking laterally.
 - ***Hands On:*** Recognized ability to undertake to repair data, basic tasks and other necessary roles when the need arises.
 - ***Originality:*** Able to conceive and develop ideas, construct crisp informative text.
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WORK EXPERIENCE

(August-2017 TO Present)

BANK OF PUNJAB

Relationship Officer

(March-2017 TO July-2017)

JS BANK LIMITED

Senior Relationship Officer (SRO)

(Oct-2016 TO Feb-2017)

NIB BANK LIMITED

As Relationship Manager

(2015)

HLB (Habib Bank Limited)

Retail Sales Officer (RSO)

Responsibilities Included:

Marketing

Convincing Salary Based Account Holders for Advanced Salaries (Personal Loan)

Answering phone calls

Cancelling and making contracts

General office work

Making a good relationship with the public

EDUCATIONAL QUALIFICATIONS:

EDUCATION

B.COM

University Of Peshawar Pakistan

(2015)

D.COM

Board Of Technical Education Peshawar Pakistan
(2011)

Matric

BISE Peshawar Pakistan
(2009)

Skills

- 1 Office Automation MS Excel, MS Word) – (2003. XP,2007)
- 2 Good communication skills
- 3 Comfortable and calm when dealing with all situations
- 4 Great telephone manner
- 5 MS Windows XP, 2000(Professional, Server) Windows 7 and 8
- 6 Internet, Email
- 7 Including Installation & Configuration of all software's mentioned above

INTERESTS

Books & Movies: To expand my own sense and dimension to experience different ways of thinking and feelings.
Browsing ,Social Networking.

LANGUAGES

English, Urdu, Pashto, Punjabi.

CNIC

17301-9781557-1

D.O.B

26.02.1993

Status

: Single

Smoking

: Non Smoking

Availability

: Immediate

REFEREES

References will be provided upon request.
