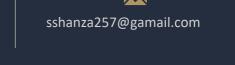
# SHANZA SHOUKAT

Sharjah, 00000, United Arab Emirates

+971 50 9570622

**Accounts and Finance** 





LANGUAGES

English

Hindko Urdu

# **EDUCATION**

### **ADMINISTRATION Hazara University Mansehra**

**MASTERS IN BUSINESS** 

2015

CGPA 3.68/4.00 • 3.68 GPA - Proven Academic Rigor

**Hazara University Mansehra 2012** 

**BACHELORS IN COMMERCE** 

**GRADE B** 

**F.SC PRE MEDICAL SCIENCES BISE Abbottabad 2010** 

# A grade

# Microsoft Excel

**SKILLS** 

**Planning** 

Management

Communications

Microsoft PowerPoint

Poultry

**Facility Management** 

Coordinating

**Business Studies** 

Microsoft Word

Team Management

Agriculture

Spreadsheets

**PERSONAL DETAILS** 

# Marital status: Married

status: UAE visit

**Areas of Expertise** 

Nationality: Pakistani Visa

## Exceptional customer service Client Relationship

Cash handling skills Complex problem solving

Record keeping and documentation

may include bookkeeping, budgeting, forecasting, tax preparation, and auditing. Attention to detail, analytical skills, and proficiency in accounting software are typically required. Roles can vary from entrylevel positions like accounts payable/receivable clerk to senior roles such as financial analyst, accountant, or finance manager.

Managing financial transactions, preparing financial reports, analyzing financial data, and ensuring compliance with regulations. Responsibilities

## Manage customer transactions, including deposits and

**WORK EXPERIENCE** 

### 18th April 2018 -20th Februry 2024

Bank (MCB)

**Muslim Comercial** 

withdrawals, while providing assistance and promoting bank products. They ensure accurate cash handling, address customer concerns, and maintain compliance with regulations, playing a crucial role in the smooth functioning of the bank **Teller Service Officer (TSO)** 

### 1. Processing customer transactions such as deposits,

- withdrawals, and transfers. 2. Assisting customers with account inquiries and problem
- 3. Handling cash and maintaining accurate cash balances.
- 4. Promoting and cross-selling bank products and services. 5. Educating customers on self-service options like online
- banking and ATMs. 6. Following security procedures to prevent fraud and ensure compliance with regulations.
- 7. Opening and closing customer accounts. 8. Maintaining a clean and organized work area.
- 9. Collaborating with other bank staff to provide excellent
- customer service. 10. Adhering to bank policies and procedures.

January 2016 - March 2017

Suzuki Motors Abbottabad **Sales Executives** 

### exceeding sales targets. Skilled in identifying and capitalizing on business opportunities, cultivating strong

client relationships, and driving revenue growth. Proficient in negotiation, communication, and strategic planning. Experienced in preparing sales reports, attending industry events, and staying updated on market trends key Responsibilities: -Prospect and generate leads for potential clients. - Pitch products or services to potential clients. - Negotiate contracts and terms with clients.

"Dynamic sales executive with a proven track record of

# - Maintain relationships with existing clients.

- Meet sales targets set by the company. - Provide customer support and address client concerns.
  - Stay updated on market trends and competitor activities.
  - Participate in marketing activities, such as attending trade shows or conferences, to promote the company's offerings.

COURSE

2014 - 2015

**Reading Book** 

Watching

HOBBIES

NIMS Abbottabad

INTERNSHIP

FINAL YEAR INTERNSHIP

Computer Course

**MS Office** Word Excel

### Bank Al Falah Jan 2015 - Jun 2015

4. Executive mentorship. 5. Tailored networking events.

6. MBA-focused workshops. 7. Case study challenges. 8. Industry immersion experiences.

1. Industry-aligned projects.

2. Leadership opportunities.

3. Cross-department exposure.

- 9. Structured performance feedback. 10. Recruitment pathway for full-time roles.

REFERENCE

[Available on request]