

# SYED ABU HURAIRA

## Resume

### Personal Profile:

Father's Name : Syed Umar Farooq  
Date of Birth : 18<sup>th</sup> May, 2000.  
Address : Village Mani Khel Post Office Sowaryan Mardan, KP, Pakistan.  
Cell : +92-312-9580122  
Email : [syiedhuraira428@gmail.com](mailto:syiedhuraira428@gmail.com)

### Objective:

Looking for a responsible and rewarding career where I can exploit my abilities to my full potential. Grow wiser and become a profitable asset to the organization.

### Professional Experience:

#### Organization

#### MCB

#### Client

#### Adamjee life Conventional & Takaful

Tenure

From April 2022 up to Nov 2022

Designation

Banca Sales Representative /BSO

Location

Mardan

Type of Experience

Full Time



#### Organization

#### Khyber City Mall

Designation

inventory Manger

Tenure

From Nov 2022 up to Now

Location

Mardan & Swabi

Type of Experience

Full Time



### Description

- ✓ Introducing New to Bank customers and contributing to the growth of Bank's overall portfolio & Sales.
- ✓ Relationship building & interaction with Retail, Corporate & Government clients by offering Bank's products and services.
- ✓ Deepen Relationship with existing and potential clients
- ✓ Ensuring excellences in Customer Services.
- ✓ Records purchases, maintains database.
- ✓ performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- ✓ Receives, unpacks, and delivers goods; re-stocks items as necessary; labels shelves.
- ✓ Processes and approves invoices for payment.

### Qualification:

- Degree Name  
Level Attained  
Institute  
Tenure:

#### BS (COMMERCE & FINANCE)

Master Degree  
Abdul Wali Khan University Mardan.  
2022

- Degree Name
- Degree Name
- Degree Name

#### D.COM (ACCOUNTS) 2018

#### Matric (SCIENCE) 2016

#### DIT (COMPUTER) 2021

## **COMPUTER KNOWLEDGE:**

- Core Banking Software
  - UBL & MCB Symbol-CBS
  - IPOS.Net
  - POS Exe Software & Hardware
  - Point of sale
  - Network Camera –HiKVision
- Can also work in:
  - Microsoft Word , Microsoft excel, Microsoft Power Point, Outlook Express

## **Capabilities & Personal Attributes:**

- Positive Attitude
- Smart worker & Leading Team Player
- Reliable, patient result oriented person
- Pleasant Personality & Strong face to face skills,
- Quick learner & Energetic
- Proactive

## **Languages**

English, Urdu, Pashto