



Ayesha Faisal

Date of birth: 26/01/1997

Nationality: Pakistani

Gender: Female

CONTACT

AL Kareem building , Naif
Street, Deira Dubai
Dubai, United Arab Emirates
(Home)

 fr.ayeshaa@gmail.com

 (+971) 557232261

 <https://www.linkedin.com/in/ayesha-faisal-3519bb26b/>

 +971557232261 (Whatsapp)

Passport # GN9614522

ABOUT ME

I am skilled person proficient in performing duties efficiently and well. I am energetic and disciplined with good academic background ,possesses good communication skills and leadership qualities. To pursue a challenging career and work with an organization that continuously challenges my abilities and knowledge makes me a better professional

WORK EXPERIENCE

02/11/2020 – 03/01/2023 Islamabad, Pakistan

Branch Service Officer Meezan Bank Limited

- Custodian of vault keys
- Effective cash handling.
- Sorting of cash.
- Maintenance of proper record for fresh currency notes.
- Daily cash balancing.
- ATM Replenishment
- Cash receipt and cash payments
- Keeping Vouchers
- In Addition :-
- Record keeping of financial instruments.
- Chequebook and ATM cards balancing.
- Locker operations, balancing and reconciliation with computer system.
- Customer correspondence and customer service.

21/04/2017 – 30/10/2020 Islamabad, Pakistan

IPD incharge Rawal Institute Of Health Sciences

- Perform the registration process of patients according to the patient requirements and hospital policy.
- Collect accurate medical, personal and demographic data to facilitate proper patient care.
- Identify patients with no insurance or with financial liability and refer them to the Financial Counsellors.
- Update the patient information systems and review it for accuracy according to regulatory compliance.
- Prepare admission related paperwork accurately to ensure timely admission process.
- Coordinate with physicians, clinic departments, and care coordinators to facilitate smooth admission process for the patients.
- Collect payments from patients before discharge and maintain discharge report .

EDUCATION AND TRAINING

01/09/2017 – 01/10/2019 Rawalpindi, Pakistan

Master of Computer Science (MCS) Pir Mehr Ali Shah Arid Agriculture University

Address Rawalpindi, Rawalpindi, Pakistan | **Website** <https://www.uaar.edu.pk/index.php>

02/04/2014 – 01/05/2016 Islamabad, Pakistan

Bachelor of Science (BSc) Quaid-i-Azam University

Address Islamabad, Islamabad, Pakistan | **Website** <https://qau.edu.pk/>

DIGITAL SKILLS

Microsoft Office | Microsoft Word | Microsoft Excel | Social Media
| Canva | wordpress

ADDITIONAL INFORMATION

Honours and awards

05/03/2021 Meezan Bank Limited

Meezan Bank Star Award