

# FAIZAN FAROOQ

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## PROFILE

To work in an organization which provide me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of organization.

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## ACADEMIC QUALIFICATION

**BBA Finance** - University of Azad Jammu & Kashmir, Pakistan – 2018 – 2022

**ICS** - Govt. Model Science College Muzaffarabad, Pakistan – 2016 – 2018

**Matric** (10<sup>th</sup> grade)-2014-2016 from Mirpur Board, Azad Kashmir, Pakistan

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## PROFESSIONAL EXPERIENCE

### Junior Accountant

Imtiaz Medicos - Sheikh Khalifa Bin Zayed Al Nahyan Hospital, Muzaffarabad.

Key Job Responsibilities.

- Maintaining accounts receivable, document bills and supporting documentation.
- Maintaining accounts payable, ensure timely payment of invoices, confirming validity of debt and gathering appropriate signature.
- Updating financial records via accounting software.
- Gathering payroll expenses and input into appropriate entry line.
- Analyzing financial statements and prepare balance sheets.

### Internship

Muslim Commercial Bank Limited, Muzaffarabad.

**Position:** Internee

Job Responsibilities.

- Assist with customer inquiries, provide guidance and resolve issues timely.
- Collaborate with different departments, such as finance, marketing to gain exposure to various aspects of banking operations.
- Stay update with industry trends, market conditions, and changes in banking regulations to ensure compliance and make proactive recommendations.

- Contribute to the development and implementation of new banking products and services to meet customer needs and generate revenue.
- Collaborate with team members to develop strategies for acquiring and retaining customers, enhancing customer experience, and increasing customer satisfaction.

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**PERSONAL INFORMATION**

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Father's Name: Muhammad Farooq

Date of Birth: 28/08/1999

Gender: Male

Marital Status: Single

Religion: Islam

Nationality: Pakistani

Visa Status: Visit Visa

**Declaration:**

I hereby declare that all the above-furnished details are correct to the best of my knowledge.

Yours sincerely,

**Faizan Farooq**