

# CV

## CONTACT INFO



(+971) 54-7489492,  
(+92334) 446-9444,



najamgillani828@gmail.com



Mohallah Moti Masjid Daska  
Dist Sialkot, Pakistan, Now  
living in Ajman.



[https://www.linkedin.com/in/  
syed-najam-ul-hassan-](https://www.linkedin.com/in/syed-najam-ul-hassan-)

## LANGUAGE

English

Urdu

Punjabi

## SKILLS

- MS Office (including all applications)
- Logo designing
- SPSS, Windows
- Internet, social media
- Data analytics
- Anti-money laundering
- Correspondent banking
- Presentation
- Typing team performance
- Treasury management
- Management software

## INTERESTS

- Playing Badminton
- Snooker
- Cricket
- Listening to Music
- Gaming

# SYED NAJAM UL HASSAN

## PROFESSIONAL SUMMARY

To become a part of a highly reputed and eminent institute and to gain exceptional career move ahead through long efforts and performance regularity.

### SUMMARY OF QUALIFICATIONS:

Highly gifted management and training aptitude Crystal clear understanding of the underlying principles of the subject and its relevancy to other domains In-depth knowledge of various techniques and approaches applied Perfect knowledge about the common job duties of a worker and ability to perform them efficiently Familiarity with the general administrative environment at institutes and idea about their practices.

## WORK EXPERIENCE

### FOREING TRADE OFFICER(OPS)

JUNE 2021- SEPTEMBER 2023

### HABIB METRO POLITIAN BANK | Sialkot, Pakistan

- PROCESSING OF FOREIGN PAYMENTS
- LODGEING FOREGN BILLS
- SWIFTS PAYMENT PROCESSING
- SPREAD SHEETS
- EMAIL MANAGEMENT
- EXPORT DOCUMENTATION
- DOCUMENT SECURITNY
- LETTER OF CREDIT
- DOCUMENTS DISPATCH
- TRADE BASE MONEY LAUNDERING
- OVERDUE REPORTING

### LOGO DESIGNING Learner

December 2018 - March 2019

### YOUSAF NAWAB INT | SIALKOT, PAKISTAN

- Logo designing and Photoshop training.
- Creating layouts by implementing the appropriate design principles.
- Working from rough instructions to prepare layouts including online promotions, digital signage and online demos etc.
- Designing logos and collateral materials as per the specifications of the clients.
- Coordinating with the design director in all phases of project development.

### Account Manager

August 2019 – August 2020

### BIK INDUSTRIES | Sialkot, Pakistan

- Responsible to record all financial activities.
- Collecting and analyzing data to learn more about consumer behavior.
- Keeping accurate records pertaining to inventory and account notes.
- Maintaining updated knowledge of company products and services.
- Resolving complaints and preventing additional issues by improving processes
- Identifying industry trends.
- Acting as a client advocate with a focus on improving the buyer experience

## IT SKILLS

- Mobile development.
- Budgeting.
- Network security.
- Leadership.
- Database management.
- Innovation.
- Programming languages.
- Collaboration.

## ACADEMIC BACKGROUND

<b>ADP IT</b>	<b>August 2018</b>
University of Central Punjab, Lahore, Pakistan	
<b>FSC PRE ENGINEERING</b>	<b>December 2016</b>
GIFT Colleges, Gujranwala, Pakistan	
<b>Matriculation</b>	<b>April 2014</b>
The Education City School, Daska, Pakistan	