



# SHEHROZ ALI

## ADMINISTRATION EXECUTIVE & DYNAMIC BANKING PROFESSIONAL

### PERSONAL INFORMATION

Religion: Islam

☎ 00971527926044

✉ ranashehroz8900@gmail.com

📍 Dubai, United Arab Emirates

### EDUCATION

2018 - 2020

THE ISLAMIA UNIVERSITY OF  
BAHAWALPUR, PAKISTAN

- Master of Business Management (MBA)

2016 - 2018

UNIVERSITY OF SOUTH ASIA  
LAHORE, PAKISTAN

- Bachelor of Commerce

2011 - 2013

BOARD OF INTERMEDIATE AND  
SECONDARY EDUCATION  
BAHAWALPUR, PAKISTAN

- Intermediate of computer science

### SKILLS

- MS. Office
- Computerized Accounting
- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Temenos Software
- Peach Tree

### LANGUAGES

- English
- Urdu
- Punjabi
- Hindi

### PROFILE

As an accomplished Examination Executive, I bring a wealth of expertise in methodical planning, meticulous execution, and a relentless pursuit of optimal results. My commitment to excellence is complemented by a proactive approach, enabling me to anticipate challenges and implement effective solutions. I am not just an Examination Executive; I am a strategic thinker and executor, consistently delivering exceptional results in the realm of examinations.

I am a dedicated and logical banking officer with a strong passion of accounting, finance and marketing. Apart from possessing strong verbal and written skills, I also have solid grasp on monitoring all the duties of banking sector. I always strive to give my 100% to the company so that i can grow rapidly. My core values are integrity and honesty, And I leave no stone unturned to complete the task in the prescribed time.

### WORK EXPERIENCE

● **National College of Business Administration and Economics, Pakistan** 2022 - 2023

Examination Executive

Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergency, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts.

● **Khushhali Microfinance Bank LTD, Pakistan** 2020 - 2022

Credit Administration Officer

Checking, verifying, input and monitoring all loan applications submitted; ensuring compliance with credit disbursement, legal and internal eligibility requirements.

● **Khushhali Microfinance Bank LTD, Pakistan** 2019 - 2020

Cash Officer

Responsible for error free and efficient processing of deposits, withdrawals transactions, cheques and other negotiable instruments at the customer counter within stipulated turnaround time, maintain database for reporting/ record and assist operation manager in branch operations.

● **Khushhali Microfinance Bank LTD, Pakistan** 2018 - 2019

Client Service Officer

Responsible for processing of account opening, maintenance, cheque book, term deposit, remittances, clearing, internal and online transfers and other general banking transactions with in stipulated turnaround time, maintain database for reporting/ record.