



Muhammad Noor Ul Huda

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SKILLS

| | |
|------------------------|------------------------|
| Microsoft Word | <div><div></div></div> |
| Microsoft Excel | <div><div></div></div> |
| Microsoft PowerPoint | <div><div></div></div> |
| Office Management | <div><div></div></div> |
| Data Entry | <div><div></div></div> |
| Scheduling | <div><div></div></div> |
| Communication | <div><div></div></div> |
| Organization | <div><div></div></div> |
| Record Keeping | <div><div></div></div> |
| Problem Solving | <div><div></div></div> |
| Time Management | <div><div></div></div> |
| Team Coordination | <div><div></div></div> |
| Administrative Support | <div><div></div></div> |

SUMMARY

A dedicated financial professional with experience as a Collection and Recovery Officer, Accounts Officer, Cashier, and Bancassurance Officer, demonstrating strong expertise in credit control, account management, cash handling, and insurance sales. Proven track record in efficiently managing financial transactions and supporting revenue growth while maintaining compliance with industry standards.

PERSONAL INFORMATION

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|-------------|-----------------|
| DOB | 23-12-1995 |
| CNIC | 17301-4527101-9 |
| Gender | Male |
| Nationality | Pakistani |
| Religion | Islam |

EXPERIENCE

Collection and Recovery Office

Finja Lending Services, Pakistan / Dec 2022 to till date

- Experienced Collection and Recovery Officer with a proven track record in managing accounts, optimizing collections and implementing effective recovery strategies. Strong financial acumen and commitment to achieving results.

Accounts Officer and Cashier

Hamad Industrial Stock / 2018 to 2022

- Detail-oriented Accounts Officer and Cashier with a strong financial background and a proven track record in handling financial transactions, maintaining accurate records, and delivering exceptional customer service.

Bancassurance Officer

EFU Life / 1 Year

- Experienced Bancassurance Officer with a strong track record of promoting and selling insurance products through banking channels, demonstrating expertise in financial services and customer relationship management.

CERTIFICATES

Bancassurance Sales Consultant Certificate

5 day course organized by EFU \ Oct 23, 2019

Career Planning Certificate

Course organized by City University \ Feb 24, 2017 to May 19, 2017

CV writing clinic

One day training organized by Base Camp\Jan, 2017

LANGUAGES

English



Urdu



Punjabi



EDUCATION

BBA (Hons in Finance)

City University of Science and Information Technology \ 2017

Khyber (Diploma in Business Administration)

Khyber \ 2013

SSC - Matric

Peshawar Model School \ 2011

REFERENCES

Will be furnished on demand