

Name: Muhammad Jumshad Arif
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Lane No 3 Gulrez Phase-2 High Court Road Rawalpindi.

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Education

- Master in Business Administration (M.B.A Finance) – Army Public College Of Management & Sciences Rawalpindi (08/2008 – 08/2010)
- Bachelor in Commerce (B.Com) – Gujrat College of Commerce Gujrat (03/2006 – 03/2008)
- Intermediate in General Sciences – Govt. Abdul Haq Islamia College Jalalpur Jattan (08/2003 – 08/2005)
- Matriculation in Science – Govt. High School Karianwala (06/2001 – 06/2003)

Work Experience

Position: Assistant Manager
Company: Askari Bank Limited, Karianwala Branch.
Dates: 05/2023-10/2023
Responsibilities:

- Customer Representative
- Business Development
- Deposit Mobilization
- Market Visit
- Customer Relationship

Position: Relationship Manager
Company: United Bank Limited, Malowal Branch.
Dates: 05/2022 – 05/2023.
Responsibilities:

- Customer Representative
- Business Development
- Deposit Mobilization
- Market Visit
- Customer Relationship

Position: Business Development Banker
Company: Bank AL Habib Limited, Jalalpur Jattan Road Karianwala
Dates: 05/2018 – 05/2022
Responsibilities:

- Customer Representative
- Business Development
- Deposit Mobilization
- Market Visit
- Customer Relationship

Position: Business Development Officer

Company: Allied Bank Limited, Bhimber Road Gujrat

Dates: 10/2016 – 04/2018

Responsibilities:

- Customer Representative
- Business Development
- Deposit Mobilization
- Market Visit
- Customer Relationship

Position: Management Trainee Officer

Company: Master Textile Mills Limited, Raiwind Road Lahore.

Dates: 04/2016 – 10/2016

Responsibilities:

- Journal Entries
- Account Receivable
- Account Payable
- Inventory Control
- Stock Recording

Position: Office Manager / Cash Officer

Company: G.T Travel & Tours (Pvt) Ltd. Jalapur Jattan Road Karianwala

Dates: 01/2014 – 01/2016

Responsibilities:

- Office Management
- Public Dealing
- Cash Control
- Profit & Loss Statement

Position: Phone Banking Officer/ Associate Relationship Manager

Company: NIB Bank Ltd. Jalapur Jattan Road Karianwala

Dates: 05/2013 – 12/2013

Responsibilities:

- Customer Representative
- Business Development
- Deposit Mobilization
- Market Visit
- Customer Relationship

Position: Accountant

Company: Rose Marriage Hall & Restaurant. Jalapur Jattan Road Karianwala

Dates: 04/2011 – 05/2013

Responsibilities:

- Journal Entries
- Account Receivable
- Account Payable
- Payroll
- Profit & Loss Statement

Skills

- Expertise in Microsoft Office and E- Commerce
- Practical Experience in dynamic Environment.
- Effective Communication Skills.
- Ability to work team player

Languages

- English: Reading, Writing, Speaking, Listening
- Urdu: Reading ,Writing, Speaking , Listening
- Punjabi: Native language.