**Andleeb Zaidi D/O Syed Rafaqat Ali Zaidi**

Address: Syed house near Masjid Mohammadia Rehmania colony Bahawalpur

Contact detail: +92 03347239913/ 03014333439 Email: [andleeb8481@gmail.com](mailto:andleeb8481@gmail.com)

Date of Birth: January 21, 1984, Domicile: Bahawalpur-Punjab-Pakistan

**PROFILE**

* An enthusiastic person, possessing sound theoretical knowledge. Seeking a challenging role within a progressive organization; developing a comprehensive skill set and enhancing my analytical and problem solving abilities to positively impact on bottom-line fertility.

**Professional experience:**

* I have 4 year banking experience as an in-charge of Remittance department and other misc. work assigned by management in HABIB BANK LIMITED.
* I am serving as a lecturer in Millat College of Commerce from last 8 years & 4 months till now.
* I have also assist as a function organizer and other curricular activities of college as assigned by the administration.

**Preferred subjects:**

Accounting, auditing, banking, marketing, introduction to business, principle of commerce and any other assigned to me.

**KNOWLEDGE AND SKILLS:**

* **Professional skills:**
* I have made research work on “The Scope & Barriers for Consumer Financing Scheme in City of Bahawalpur”.
* I have completed my Internship for 6 weeks in HBL Farid Gate Branch Bahawalpur.
* Ambitious, hard working and self driven with expertise of 4 years in banking I am capable of handling any challenging job responsibility. I have excellent communication and managerial skills and believe in team work.
* **Computer Skill:**

Ms. Office (Word, Excel and Power Point)

**EDUCATION**

* **M.Com (Accounting specialization)**

Islamia University Bahawalpur

3.24 CGPA

Division: 1st

2004-2006

* **B.Com**

Millat College Bahawalpur

Marks: 912

Division: 1st

2002-2004

* **Higher Secondary School Certificate (Biology, Chemistry, Physics)**

Govt. Girls College Bahawalnagar

Marks: 537

Division: 2nd

2002

* **Matriculation (Biology, Physics, Chemistry, Mathematics)**

Govt. Girls Model High School Bahawalnagar

Marks: 496

Division: 2nd

1999

**Communication and teamwork skills:**

Able to quickly build a report with colleagues, management, and key stakeholders at all levels conveying information in a clear and unambiguous manner. Promoting harmonious teamwork and utilizing individual initiative to facilitate 100% completion of assigned task without compromising on quality of service or standards.

**LANGUAGE:**

* I am proficient in oral and written English & Urdu.

**REFEREES:**

Available on request