



USAMA KAZMI

Branch Service Officer
Allied Bank Limited

EXPERIENCE



+92 308 9091145



usamakazmi399@gmail.com



New Bagh-e-irum Madina Colony,
Mardan, Khyber Pakhtunkhwa,
Pakistan.

LANGUAGE

- English
- Urdu
- Pashto

EXPERTISE

- Management Skills
- Computer Operating
- T24 Software
- MS Office
- Critical Thinking
- Leadership
- Communication

Branch Service Officer

Allied Bank Limited, Peshawar, Pakistan

July, 2023- Present

As a Branch Service Officer at Allied Bank Limited in Peshawar since July 2023, I've optimized account opening, clearing operations, and overall branch efficiency. I've streamlined processes, reduced errors, and fostered positive client relationships.

CONSULTANT

EDU Overseas PVT LTD, Mardan, Pakistan

Oct, 2022 - Feb, 2023

As a Consultant at EDU Overseas, I managed diverse responsibilities encompassing branch operations, student dealings, data entry, and event organization. Proficiently handled day-to-day operations, assisted students with inquiries, ensured accurate data entry, and orchestrated successful events for enhanced client engagement.

EDUCATION

Bachelor

Bachelor of Business Administration (Marketing)
2018-2022