

[REDACTED]

Address: [REDACTED]
E-mail: [REDACTED]
Mobile #: [REDACTED]
CNIC NO#: [REDACTED]
DOB: [REDACTED]
Father Name: [REDACTED]
Marital Status: [REDACTED]

Career Objective:

To work in an organization that acknowledges and encourages enthusiastic and proactive people to accomplish mutual goals and where my ability, skills and performance can make an impact on the company's growth.

Academic Qualification:

- | | | |
|----------------------------|--|--------|
| • Bachelor of Arts: | Karachi University | (2023) |
| • Intermediate: | Government Boys Superior Science College | (2017) |
| • Matriculation: | The Citizen Foundation School | (2013) |

Computer Skills:

- M.S Excel Advance
- Microsoft Office Automation (M/S Office)

Work Experience:

- Education Counselor at HR Consultants Private Limited from June 2022 till Present
- Worked as Assistant Officer at EFU Life Assurance (Head Office) – Group Operations from February 2018 till April 2022
- Worked as Monitoring Executive at Media Pulse from 2014 to Jan 2018
- Worked as SOP (System Operator) at Media Bank (Media Intelligence Agency) Jan 2013 to Dec 2013

Current Job Responsibilities as Education Counselor:

- Advise students on course selection and career planning and support them in their academic pursuits
- Serve as a guide for students when applying for scholarships and other forms of academic funding in the UK market.
- Review both current and past reports about the students to check their progress levels and make further recommendations if necessary.
- Looking after UK visa filing and documentation.

Represent HR Consultants at various educational expos & seminars and meet international university representatives.

Job Responsibilities as Assistant Officer at (EFU Life Assurance Limited):

- Preparation of premium statements (quotations) for group insurance clients, which include the calculation of premiums on flat unit rates for all riders.
- Billing of all monthly scheme policies, which includes home loan billing and billing for small ticket schemes.
- Preparing policy issuance sheet, which includes finalizing all policy parameters that are agreed upon by both parties.
- Preparation of client account reconciliation statement using sub-ledgers for final, provisional, receipts, payments, premium transfer, refund, etc.
- Preparing profit commission statements.
- Preparation of quotation reports and data input of employees' information in the system which includes converting raw data from client into required meaningful data using excel.

Reference:

To be furnished upon request.