

# Faraz Ahmed

Support Officer at Habib Bank Limited

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Address: House 792 Street 7 Shah Wali ullah Road Kalri lyari Karachi, Karachi, Pakistan

Industry: Banking

Qualification: Bachelors

Availability: 1 Month



This is Faraz Ahmed working with Habib Bank Limited since last 4 years as a support officer at HOK dealing with power equipment all over country i.e. Generator, solar, inverter, ups and stabilizer for its procurement and installation as well as monitoring of the installed equipment through system based monitoring system. Skills Computer Literacy Multitasking Accounts Administration Administration Knowledge Administration Tasks Handling Analytic Reporting Assignments Handling Microsoft Office Banking Knowledge Banking Skills Banking Systems Brand Advertising Business Development Business Analysis Client Relationship Management Communication Skills Critical Incident Debriefing Cross Cultural Communication Skills Customer Relationship Management Digital Business Development Digital Marketing Optimization Financial Reporting Interpersonal & Communication skills Inventory Control Inventory Management Marketing Marketing Email Writing Microsoft Excel Microsoft Office Suite Minimum Two Year Contract MS Excel MS Office Multitasking Negotiation Skills Policy And Procedures Product development QuickBooks Relationship Management Report Writing Skills Sales SAP Command Stakeholder Management Sustainability Team Management Telemarketing Time Attendance Maintenance Time Management

## EDUCATION

### Intermediate

Commerce at Government Commerce And Economics Collage - Karachi, Pakistan  
May 2012 to May 2015

### Matriculation

Computer Science at The Citizen Foundation - Karachi, Pakistan  
May 2010 to May 2012

### Bachelor of Business Administration

Business at Shaheed Benazir Bhutto University lyari Karachi - Karachi, Pakistan  
May 2015 to May 2019

### Bachelors Degree

Arts, International Relations at Federal Urdu University of Arts Sciences and Technology - Federal Urdu University Science & Technology , Pakistan  
May 2019 to May 2021

## EXPERIENCE

### Support Officer

Habib Bank Limited - Karachi  
October 2018 to Present

Working as a support officer to facilitate our branches , onsite & off-site ATMs as well as major regional buildings

## Financial Consultant

Dubai Islamic Bank Pakistan Ltd - Karachi

March 2018 to October 2018

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### SKILLS

- Computer Literacy (*Master*)
- Microsoft Excel (*Master*)
- Microsoft Office (*Master*)
- Customer Relationship Management (*Proficient*)
- Multi-tasking (*Proficient*)
- Stakeholder Management (*Proficient*)
- Procurement (*Competent*)
- QuickBooks (*Competent*)
- SAP HR TIM (*Competent*)