

Mirza Khan



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Jamshoro, Sindh Pakistan

EDUCATION

2024 - Upto Now

MBA HON'S

University of Sindh, Pakistan

2017 - 2020

BBA HON'S (CGPA 3.46 / 80%)

University of Sindh, Pakistan

2015 - 2016

Intermediate (Pre Medical / 72% Grade A)

BISE HYDERABAD

To obtain a position as an HR Assistant where I can utilize my strong communication and organizational skills to support HR functions and contribute to a positive workplace environment.

SKILLS

Cash Handling



Numerical Accuracy



Customer Service



Attention to Detail



Time Management



Computer Literacy



Problem-Solving



Team work



WORK & EXPERIENCE

December 2022 - Present

Habib Bank Limited (HBL)

TELLER

- Accurately handled cash transactions, reconciled daily reports, and balanced the cash drawer to ensure no discrepancies.
- Proficiency in performing financial transactions in compliance with banking policies and regulations, ensuring accuracy, security, and adherence to legal.
- Resolved customer issues by thoroughly assessing their needs and providing them with the most effective and tailored solutions, ensuring high levels of satisfaction and trust.
- Handling Customer Inquiries: Tellers assist customers with questions about their accounts, bank services, and products. They provide information, resolve issues, and direct customers to other bank services as needed.
- Collaborated effectively with colleagues to explore and implement every possible solution, fostering teamwork and ensuring optimal outcomes for both customers and the organization.

August 2018 to September 2018

Rotaract Club of Jamshoro Optimists

SOCIAL INTERNSHIP

- Provided free education and mentoring to underprivileged labor children, helping them develop essential academic and life skills to improve their future opportunities.
- Provided free education to labor children, fostering their learning and personal development. Additionally, organized various educational and extracurricular activities at Govt School Kotri to engage and inspire students.
- Planted trees and placed bird water pots in Jamshoro as part of a community environmental initiative, promoting sustainability, enhancing local green spaces, and supporting wildlife conservation efforts.

EXTRACURRICULAR ACTIVITIES

August 2017 - Present

Helping Hands Students Organization

CO FOUNDER AND FORMER PRESIDENT

- Organized various community service projects
- Lead different projects
- Collaborated with more than 500 team members

August 2018 to January 2021

Rotaract Club of Jamshoro Optimists

GENERAL SECRETARY

- Maintain records of all the activities
- Note meeting points
- Share the Monthly reports with the higher authorities

LANGUAGES

ENGLISH

URDU

SINDHI

TRAINING AND WORKSHOPS

- Trading Session on Stock Challenge by Pakistan Stock Exchange
- Online workshop on Entrepreneurship
- Online Session on Features of MS Office
- Workshop on capacity building and Career counseling

HOBBIES



Reading



Traveling



Sports