



ZUNNERAH KHAN

Contact No: 0335-2619359

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Address: H. No 143, AGRA TAJ COLONY, KARACHI

Objective:

To join a reputable organization where I can utilize my professional experience, competence and potential at the optimum. Inclination to work in the core banking departments with integrity and diligence.

HIGHLIGHTS

Currently working as CASH OFFICER-III in UNITED BANK LTD (2018 to till date)

Good inter personal skills and ability to work under pressure

Team building capabilities

Expertise Summary

United Bank Ltd. (Jan, 2018 To till date)

Currently, working as “Cash Operation Officer (Range-III) “looking after following activities:

- To maintain ledger, trail balance & balance sheet.
- Prepare pay Orders, online Fund transfer, clearing cheques.
- Outward Bill clearing, Inward Bill clearing, ATM settlement
- Maintain Cash Balance Opening & Closing.
- Maintain Faithfull Relation with Customer.

General Banking

- General banking training with grade “B” from The American College for Higher Studies

Computer Knowledge

- Microsoft Office (Word, Excel &PowerPoint)
- HTML, DHTML, Macromedia Flash, Dreamweaver, Adobe Photoshop from Karim N C R E Computer Centre.

Language course

- Intermediate with grade “B” from Domino
- Pre – Intermediate with “A” from Domino.

Academic Qualification

- MBA in Finance from MAJU University (2016-2019)
- M.A (Economics) from Karachi University (2015-2017)

- B-COM from Govt. College of Commerce & Economics (2013-2014)
- Intermediate (Commerce) Govt College of Commerce & Economic (2010-2012)
- Matriculation from Saqib Rose Academy School (2008)

Personal Summary

Date of Birth:	19 - Mar-1992
Father's Name:	Asad Ullah
Marital Status:	Single
Language Known:	English, Urdu
N.I.C no.:	42301-3640761-6
Religion:	Islam