

Zunaira faisal

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CAreer Objective

Looking forward for challenging and enriching role in the field of Finance and Marketing to strengthen the overall organizational performance that drives towards Success.

career summary

* Highly motivated operations banking professional offering significant experience in cash handling, customer services and team support.
* Supply chain deep knowledge in Oil sector.
* Accounts Handling in a veterinary sector.
* Proven interpersonal, communication and multitasking skills.
* Good knowledge in the technical aspects and ensure quality of customer service are benchmarked with the set standards.
* Hands on experience on working with MS Office tools, Ecounts, iERP software and good knowledge on accounting procedures.
* Adaptable team player recognized for willingness to learn and teach newly acquired skills.

Core Competencies

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| --- | --- |
| * Excellent mental math * Ledger balancing * Cash and accounts handling * Data entry skills * Problem solving * Adaptability * Collaboration * Forward thinking | * Passionate * Excellent multi-tasker * Time management * Strong communication skills * Energetic * Hard working * Focused * Team player |

Careers progression

**SUPPLY CHAIN; FLOW PETROLEUM (Pvt.) Ltd. 24Th March-2020- 8TH Oct-2021**

**Key Responsibilities**

* Responsible of procurement management.
* Book purchases.
* Prepare Sales tax invoices.
* File sales tax on FBR & PRA portals.
* Direct communication within Refineries for product allocation.
* Responsible for daily tracking of Lorries and Trucks.
* Book keeping of daily activities.
* Physical and manual reporting of trucks and Lorries.
* Responsible for daily stocks and sales reporting.
* Recovering of IFEM through ICFS report.

**UNIVERAL TELLER; JS BANK PVT LTD 3rd Sep 2018- 02nd Oct 2019**

**Key Responsibilities**

* Responsible for cash and counter transaction.
* Provided account services to the customers by receiving the deposits and loan payments; processing cheque withdrawals, handling cash receipts, cash balancing etc.
* Recorded all the transactions promptly, accurately and in compliance with bank procedures. Filing of the End day reports.
* Handled the non-cash transactions like PO/CDR, funds transfer etc.
* Responsible for High Quality Services, Customer Relationship management and branch audit & compliance.
* Registered the update of the end day cash positions, instruments issued and large transactions reporting.
* High attention to details; accuracy as well as customer service orientation.
* Proactively educated customer on utilizing the available access channels; using ATM, online and telephonic banking, and referring to the other bank services.
* Balanced Automated Teller Machines and teller cash dispensers on daily basis.

**ACCOUNTS EXECUTIVE; KURDSON INDUSTRIES 01ST Aug 2017-30th Aug 2018**

**Key Responsibilities**

* Maintain records of business costs, such as labor and material.
* Handle accounts payable and receivable.
* Check invoices for clients.
* Reconcile accounts with the general ledger.
* Handle general account queries.
* Contact clients about invoices that are past due.

EDUCATION

**Bachelors in business administration (All courses in English medium)** **2013-2018(February)** University of central Punjab, Lahore Pakistan.

**Intermediate in commerce**

**2010-2012** Punjab college of commerce, Lahore Pakistan.

PERSONAL INFORMATION

* **DOB:** 10/03/1995
* **Nationality:** Pakistani
* **Material status:** Single
* **Languages:** English fluent, Urdu native.