

Syed Zeeshan Ali

Objectives

To enhance my skills through passionate challenging, Career oriented and Motivational tasks by working in a dynamic environment in pursuit of communication Expertise.

Father's Name: SYED NOOR HUSSAIN
Qualification: M.Sc Computer Science
Date of Birth: Nov 10, 1991
C.N.I.C. No. 34101-3088333-1
Postal Address Rana colony Hassan chowk, st 1, Gujranwala, Pakistan
Cell No: + 92311 9723332
E-mail: syedzeeshan_noor@yahoo.com

Work Experience,

01st June, 2021 to till date

Working as Admin Officer in **Beacon House School**. The **Beacon House School** is an international organization working exclusively to enhance education expertise in its own circle as well as helping Govt Schools to upgrade primary skills of students from root level through its PDLC Project. It is one of the best school in country.

Job Description

The Admin Officer is responsible for the successful implementation of instructions disbursed in his respective district by consultation and coordination with Cluster Managers and Cluster Admins. He have to collect data of students available in Distt. After collection, deeply analyze and submit in module. He is also responsible to track daily activities like attendance, Anti-Dengue activity, visits etc. He is responsible to monitor exams and compile results of all schools.

- Coordinate among the stakeholders i.e. provincial Department of Education, other government departments, active partners, NGOs, donors, academic and research institutions.
- Ensure quality assurance; submit reports on implementation of MI assisted programs along with suitable recommendations to DoE & District Education Teams for improvement.
- Organize training workshops as and when needed.

- Write reports, including gathering information on lessons learned and best practices.
- Undertake any other specific tasks assigned by the management.

19th July 2014 to 28th May 2021.

Worked as **Regional Coordinator for HR Department** with The **MCB Bank Ltd.**

Job Description

- Making liaison with region staff for smooth branch banking operations.
- Daily tracking of ATM machines uptime.
- Solving networking issues occurred in branches.
- Organizing monthly meetings of branch staff.
- Making presentations for monthly meetings.
- Creating dashboard of branches according to their annual sales targets.
- Keeping record of staff leaves and update in SAP.
- Data collection, data analysis and Submission of Monthly performance report to Head Office.

Feb 24, 2014 to July 19, 2019

Worked as a **Teller Services Officer** in MCB Bank Ltd

Job Description

- Making transactions of customer's cash i.e. deposit/withdrawal.
- Handling physical cash and sorting according to SBP instructions.
- Daily balancing of cash with GL.
- Handling ATM machine and replenishment.
- Balancing of ATM cash with GL.
- Updating record books of bank on daily basis.
- Providing services to customers through floor management.
-

Training/Workshop Attended

1. I have completed training of **Certified Teller Services Officer program** , conducted by **MCB Bank Ltd**, in collaboration with SBP from 25th July 2017 to 28th July 2017 at Lahore
2. I have completed training Workshop on Green Banking. Conducted by **MCB Bank Ltd** through E-learning.
3. Wordpress Developing provided by Digiskills.
4. Search Engine Optimization provided by Digiskills.

Educational Qualifications

M.Sc Computer Science,(2015) 65% Marks

Virtual University of Pakistan

B.Sc. Computer, Math, Stats (2012) , 55% Marks

University of the Punjab Lahore

F.Sc.Pre.Engg (2009) , 46% Marks

Workers Welfare School GRW

Secondary School Examination (Science-Computer) (2007),71%

Workers Welfare School GRW

Computer Skills

Microsoft Word, Microsoft Excel, Microsoft Power Point, Inpage , MS Access, MS Visio, C, HTML, Wordpress.

Languages

English, Urdu, Punjabi

References

1. Will be provided.