**BELA KUNDI**, Green Town,Sheikh Yousaf D.I.Khan, KPK, Pakistan. 03361936986. Email: Belakundi1@gmail.com

**SUMMARY**

Position as an Administrator, to get the Leading position in the field of Business Administration; Interpersonal & Problem Solving by working in a dynamic business environment with challenging responsibilities which would best utilize my Knowledge, Skills & Abilities. I strive to carry out research in the area of Work life balance and eventually lead my research group to develop Work life balance model.

**EDUCATION**

| * **May 2016-2023**
 | **Gomal University,D.I.Khan, Ph.D**. in Business Administration, in the Area of Human Resourse.Dissertation: The relationship between work-life balance factors and turnover intention: a moderation mediation model.Advisor: Prof. dr. muhammad zahid awan |
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| * **April 2011- Oct 2015**
 | **Gomal University,D.I.Khan, Mphil** in Business Administration, in the Area of Finance.Dissertation: An Empirical Analysis on Impact of Demographic Factors on Financial Risk Tolerance of Individual Investors.Advisor: Prof. dr. Shumaila Hashim. **CGPA: 3.78/4** |
| * **Nov 2007-Feb 2010**
 | **Gomal University,D.I.Khan, Master** in Business Administration, in the Area of Finance.Internship: Bank Alfalah, D.I.Khan.**1906/2200 1st division 87%** |
| * **Sep 2005-Oct 2007**
 | **Gomal University,D.I.Khan, Bachlor** in Business Administration.**1637/2000 1st division 82%** |
| * **Jul 2003-Aug2005**
 | **Govt. Girls College, No.1, D.I.Khan. FSc(Pre- Engineering) ,B.I.S.E, Bannu.****820/1100 A 75%** |
| * **Mar 2001-Jul 2003**
 | Mumtaz Kindar Garden School, **D.I.Khan. SSc(Science) ,B.I.S.E, Bannu.****660/850 A 78%** |

**PROFESSIONAL EXPERIENCE:**

⮚ 2 months internship in Bank Alfalah Ltd (IBD) Islamic D.I.Khan in 2008.

⮚ 6 weeks internship in State bank of Pakistan (BSC), D.I.Khan in 2010.

⮚ 5 Years’ experience in **UBL from 12 November 2012 till 25 jan 2018:**

**Work as Retail Banking Officer (RBO)** till Oct 2015 in

1- account opening department

2- remittance department (transfer, home remittances)

3-all other customer services.

**Work as Operation Manager (CSM)** till Jan 2018 in UBL sheikh yousaf branch, D.I.Khan.

* 5 Years’ experience in **KP TEVTA institute GTVC W DIK from 26 Jan 2018 till now:**

 Working as administrator

* Work as **Part Time Tutor** for MBAs classes in AIOU online classes.

**PROFESSIONAL BANKING CERTIFICATES AND ACHIVEMENTS:**

⮚ Participate in **TRANSPERANCY INTERNATIONAL-PAKISTAN** (2nd youth convention 2010) Karachi.

⮚ Clear **JAIBP**  stands for " Junior Associateship of IBP ( Institute of Banker 's Pakistan)" in august 2016.

⮚ Clear **AIBP** (Associate Chartered Banker from Chartered Banker Institute, UK ) three papers in summer 2017 session.

⮚ Gets retail banking training in UBL for 4 week.

⮚ Gets AML/CFT training each year.

⮚ Win TBM (team building multiplier)2016 from UBL sheikh yousaf branch, D.I. Khan.

⮚ Attend UBL Islamic banking training 2016-17 (8 class room sessions for sheikh yousaf branch,D.I.Khan).

**PROFESSIONAL TEVT TRAININGS AND CERTIFICATIONS:**

* Attend management Training for principals and administrators of vocational stream, KP-TEVTA at GATTC Peshawar from 10 Oct 2022 till 15 Oct 2022.
* Attend Training on Disaster Risk Reduction Training on Disaster Risk Reduction at GTTTC Peshawar from 25 Nov 2022 till 29 Nov 2022.

**RESEARCH PUBLICATION:**

● “Investment Choices of Individual Investors in D.I.Khan, KPK Province Of Pakistan” Published In IOSR Journal Of Business And Management (IOSR-JBM) E-ISSN: 2278-487X, P-ISSN: 2319-7668. Volume 11, Issue 6 (Jul. - Aug. 2013), PP 69-77 Www.Iosrjournals.Org

● “An Empirical Analysis On Impact Of Demographic Factors On Financial Risk Tolerance Of Individual Investors” Published In J- ISOSS Journal Of Islamic Countries Society Of Statistical Sciences, 2016 Volume 2(1), 7-15.

● “Multinomial Logistic Analysis Of Income Level Of Salaried Class On Financial Risk Tolerance” Published In Special Issue Journal Of Managerial Science, Volume II, No. 3, AIC, Dec 2017.(Accepted For Publication)

● Impact of Public Sector Expenditures on Economic Growth of Pakistan: Some Evidence from Autocratic Regime, Journal of Managerial Sciences, Volume XI Number 03,2017

● Work-Life Balance and Turnover Intention of Bankers: Moderating Role of Cognitive Style, Journal of Managerial Sciences . Oct- Dec2019, Vol. 13 Issue 4, p111-120. 10p.

**SKILLS:**

* Eager to learn new concepts, skilled at communicating ideas clearly and effectively.
* Proficient in use of various softwares including SPSS.
* User knowledge of Windows/office productivity software packages (MSOffice/ etc.).
* Languages: English (fluent), Urdu (fluent), Pashto (Native)

**REFERENCE:**

1- Prof: Dr.Muhammad Zahid Awan, business administration department, Gomal University, D.I.Khan

2- Dr. Abdul Munem, Gomal Medical College, D.I.Khan