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Contact information

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Address:
House # 117, Sector 6-C-1
Eid-Abad Colony, Near Fire Brigade
Orangi Town Karachi
(Karachi-West)

Skills

- HTML
- CSS
- Java Script
- WordPress
- MS Office
- Photoshop
- Network, Editing & CD writing
- Computer Hardware
- Computer Software's
- Installation All types of Software's

- Excellent Communication Skills
- Thrives under Pressure
- Emotional stability
- Multitasking Skill
- Valued Team Player
- Negotiation Skills (Clients or Management)
- Ability to recognize & Solve problems

Mujeeb-ur-Rahman

EDUCATION

- Applied for Masters (MCS) in "Federal Urdu University of Arts, Science & Technology"
Masters: Computer Science
Karachi, Sindh_ 2024 – Current
- GRADUATION in (BSCS) "Federal Urdu University of Arts, Science & Technology"
Bachelors: Computer Science Software Engineering.
Karachi, Sindh_ 2014 - Current
- INTERMEDIATE - Jinnah Govt. College"
Pre-Engineering.
Karachi, Sindh_ 2011-2013
- METRIC - Ghazi Foundation School Science.
Karachi, Sindh_ 2010

WORK HISTORY

- FAYSAL BANK Limited (ISLAMIC) – As a (BSO) Branch Service Officer (CONTINUE).
Karachi, Sindh_ 01/2022 __still Continue.
 - To conduct counter related service strictly in obedience with regulatory frame work.
 - Management of overall branch operations, ensuring efficiency, control and maintenance of quality service level.
 - Keep team motivated, delegate task/decision making as per skills/competencies of staff, and ensure timely completion of job description, goal setting and performance appraisal.
 - Processing of Inward, Outward clearing, Intercity clearing and collection cheques.
 - Responsible for custody of cheque books and delivery to customers after their acknowledgment.
 - To undertake overall responsibilities to control the funds transfer operation the branch Cash Handling and sorting etc.
- MEEZAN BANK Limited --3 Year Experience as a (BSO) Branch Service Officer.
Karachi, Sindh_ 04/2019 – 01/2022
 - To conduct counter related service strictly in obedience with regulatory frame work.
 - Management of overall branch operations, ensuring efficiency, control and maintenance of quality service level.
 - Keep team motivated, delegate task/decision making as per skills/competencies of staff, and ensure timely completion of job description, goal setting and performance appraisal.
 - Processing of Inward, Outward clearing, Intercity clearing and collection cheques.
 - Responsible for custody of cheque books and delivery to customers after their acknowledgment.
 - To undertake overall responsibilities to control the funds transfer operation the branch Cash Handling and sorting etc.
- World Health Organization- As a Supervisor inside the TRAIN ACTIVITY
Karachi, Sindh_ 01/2016 – 05/2016
- IR ENTERPRISES – 2 Year Experience as a Accountant/Assistant.
Karachi, Sindh_ 01/2016 – 012/2017
Analyzed departmental documents for appropriate distribution and filing. Responded to customer requests via telephone and email.

