

Khizra Amir

20-May-98

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khizra53amir@gmail.com

Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Work Experience

Meezan Bank Limited, Lahore

Internee 28 Mar 2022 - 20 Jun 2022

- Dealing in Account Opening
- Cross-Selling (Car Ijarah, Kafalah, Mutual Funds, ADCs)
- Dealing in Customer Services and related Matter

Water and Power Development Authority (WAPDA)

Internee 19 Dec 2023 – 10 Feb 2023

- Loan Acquisition & Management
- Structured Finance & Financial Analysis
- Cost Accounting & Operational Finance
- Basic Accounting
- General Provident Funds

Education

Masters in Business Administration

University of central punjab, Lahore

Ongoing

Bachelors in Business Administration

National College of Business Administration & Economics, Lahore

3.07 CGPA

2016 - 2022

ICS

Defence Degree College, Lahore

1st Division

2013 - 2015

Matriculation

The Cathedral Higher Secondary School, Lahore Cantt

1st Division

2011 - 2013

Personal Skills

- Teamwork
- Willingness to learn
- Ability to handle pressure
- Self motivated
- Management Skills
- Interpersonal Skills
- Time Management
- Customer Service

Technical Skills

- Microsoft Office

Hobbies & Interests

- Travelling
- Badminton

Languages

- | | |
|-----------|--------------|
| • English | Intermediate |
| • Urdu | Intermediate |
| • Chinese | Beginner |

Miscellaneous

- | | |
|-------------------|------------------------|
| • Expected Salary | Negotiable |
| • Reference | Available Upon Request |

