

Ghulam Mustafa

Seeking an opportunity to work with reputed company where I can utilize my knowledge and skill to serve the company towards progress according to its aims and objectives.



Work History

Jun 22 - Current	Dubai Islamic Bank <i>Sales Processor</i> Data Analysis Pre Screening of regular Home & Business Finance cases Data Management & Analysis Maintain daily region wide Home & Business Finance performance MIS Maintain daily login MIS & coordinate with cross functional & support departments Daily liaison with business partners to ensure the accurate numbers Planning, execution & monitoring of Home & Business Finance productivity numbers 1 time in a month
Mar 21 – Jun 22	BankIslami Pakistan Ltd. <i>Personal Banking Officer</i> Generate NTB's Responsible to solicit new business from existing Account Opening & Maintenance Responsible to active Dormant accounts Liable to resolve customer queries Manage floor and assign duties to associates
Feb 17 - Mar 17	MCB Bank Ltd. <i>Internee</i> Customer Service representation Book Keeping of Credit/Debit cards General Banking



Education

2021	MBA: Finance <i>SZABIST</i> CGPA: 3.46
2018	BBA: Finance <i>SZABIST</i> CGPA: 2.8
2014	Intermediate: Pre-Engineering <i>College of Excellence for Boys</i> A Grade; 70%
2012	Matriculation <i>Ibne Sina High School</i> A Grade; 75%



Co-curricular Activities

- Runner up in Business Plan Competition.
- Remained active participant of Retail Extravaganza.
- Remained active participant of Pakistan Stock Exchange Challenge.



Contact

Date of Birth 04-Aug-1997
Address House # A-113, Sector U-III, Gulshan e Maymar, Karachi.
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Skills

- Efficient in processing data and information, keeping records and tabulation.
- Capable of Client relationship management.
- Strong writing & analytical skills.
- Advance knowledge of MS Office & Spreadsheet.
- Proficiency with SQL, Python and Tableau.
- Strong data visualization skills.
- Adaptability
- Attention to detail



Certifications

Google Data Analytics Certificate