

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

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| Jun 22 - Current | Dubai Islamic Bank <i>Sales Processor</i> Data & Credit Analysis Pre Screening of regular Home & Business Finance Data Management Maintain daily country 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 Financing productivity numbers |
| 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

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|------|---|
| 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

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| 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, Tableau & Power BI.
- Strong data visualization skills.
- Adaptability
- Attention to detail



Certifications

Google Data Analytics Certificate