

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.

📅 04-Aug-1997

🌐 House # A-113, Sector U
3, Gulshan e Maymar,
Karachi.

☎ 03351120065

✉ gm1411569@gmail.com

⌚ 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 Analytical Certificate

🏆 Co-curricular Activities

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

Work Experience

Dubai Islamic Bank

Oct 23 - Current

Senior Officer – Asset Operations

Process all types of loans (Country wide) on daily basis and its related functionalities | Complete scrutiny of application related disbursement | Liaison with business/CAD for timely execution of application | Ensure execution of transactions in the line with Sharia Principals | Coordination with business executives regarding any queries | Ensure good audit ratings in Sharia, Internal, External & State Bank of Pakistan | Support business by providing maximum cooperation in disbursement desired volume

Dubai Islamic Bank

Jun 22 – Sep 23

Sales Processor – Home & Business Finance

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

BankIslami Pakistan Ltd.

Mar 21 – Jun 22

Personal Banking Officer

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

MCB Bank Ltd.

Feb 17 - Mar 17

Internee

Customer Service representation | Book Keeping of Credit/Debit cards | General Banking

Education

MBA: Finance

2021

SZABIST

CGPA: 3.46

BBA: Finance

2018

SZABIST

CGPA: 2.8

Intermediate: Pre-Engineering

2014

College of Excellence for Boys

A Grade; 70%

Matriculation

2012

Ibne Sina High School

A Grade; 75%