



Fajar Khubaib

fajarkhubaib16@gmail.com

To succeed in an environment of growth and excellence and earn a job where I can fine my skills and expand my knowledge with self-development that also helps me achieve organization goals.



050-9810078



Dubai.

Date of birth: 16-12-1998

Visa: Valid Visit Visa

SKILLS

Project Management

Ms. Word

Ms. Excel

Communication

Team Participation

LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

EDUCATION

Bachelors of Business Administration

University of Education, Lahore

2017-2021, Specialization in Human Resource Management

Lahore, Pakistan

ICOM

Rawalpindi Board

2015-2017,

Jhelum Pakistan

Matriculation:

Rawalpindi Board

2013-2015,

Jhelum Pakistan

WORK EXPERIENCE:

Relationship Officer:

National Bank of Pakistan, Jhelum Branch

07/2022-01/2023,

Jhelum, Pakistan

Responsibility:

- Processing loan applications, including performing background checks on applicants
- Providing advice to customers about financial planning, investments, and other products or services offered by the bank.
- Managing relationship with existing customer to ensure they are satisfied with the bank services.
- Recommending new banking products or services to meet customer needs.
- Providing assistance with account maintenance activities such as updating contact information and resolving issue with deposits or withdrawal.
- Answering questions about specific banking products and services offered by the bank.

Admin Officer:

Punjab Group of Colleges, Jhelum Campus

08/2021-06/2022,

Jhelum, Pakistan

RESPONSIBILITIES:

- Maintaining all policies and procedure manuals.
- Keeping records for students monthly and annual reports.
- Liaising with staff scheduling their meetings & monthly plans.
- Arranging college events by coordinating all the department.
- Communicating College policies procedures to the students & parents.
- Counseling with students & parents about the courses.
- Calling & arranging meetings with students & parents for the admissions.
