RESUME

**MAHRUKH AKRAM**

Residential Address: House no.2, Street No.6, Survey No.89, Golden Town Karachi.

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Date of Birth: 11 June 1994

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**CAREER OBJECTIVE**

To expand my skills and scope of learning and gaining experience within the Marketing department through new practices and gain exposure in my professional learning.

**WORK EXPERIENCE**

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| --- | --- | --- | --- |
| **Duration** | **Organization** | **Designation**  | **Job Tasks** |
| 10th December 2015 – 6th December 20172nd September 2015- 13th October 2015January 2015- February 2015September,2012 - November 2012 | Bank Al Falah Main Corporate BranchBank Al Falah Corporate Main BranchShah Nawaz Memon Law AssociatesIqra University | Relationship ExecutiveInterneeInterneeInternee | * Managed deposit portfolio of existing and NTBs customers.
* Cold callings and setting leads for meetings to solicit the banking relationship.
* Created short-term and long term strategies to achieve targets.
* Assisted Team Leader in the recruitment of fresh and experienced Relationship Managers.
* Accomplished the deposit targets quarterly and annually.
* Accomplished the targets of cross sell products; like credit cards, banc assurance, and personal loan.
* As an internee, took an overview of each department in operations.
* Front Desk, Account opening, Cheque book unit, AML unit, Remittance, TDR, OBC, Clearing, CAD.
* Prepared summary of cases.
* Dealt with different types of cases and prepared lists of facts and figures.
* Maintained history and current report of each and every case.
* Follow up with Job Fair Participants.
* Co-coordinating with the team in facilitation of graduates as per their registrations.
* Co-ordination with team of facilitators regarding participant companies.
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 **EDUCATION HISTORY**

2012-2015 **Iqra University,** BBA-H **CGPA 3.16**

2010-2012 **SRE College, Stadium Road,GRADE B**

 Intermediate (Pre-Engineering).

2008- 2010 **Oxford Islamic Scientific School,GRADE A-1**

 Matriculation (Science).

**EXTRA CURRICUALR ACTIVITIES**

* Participated in KIETMUN’14 and was awarded “Honorary Mansion”.
* Participated in INTRA IV and was awarded “Best Delegate”.
* Participated in Poetry Competition, 2012.
* Participated in Spelling Bee Competition, 2011-2012.
* Participated in Sports Competition.
* Participated in Speech Competition, 2006-2012.
* Participated in IUMUN’14.
* Participated in Essay Competition at Karachi Youth Festival, 2015.

**OTHER SKILLS AND CERTIFICATES**

* Prepared a research report on “Effect of Drugs on Youth” in Sociology.
* “Effect of coeducation in Educational Institutions” in Business Communication.
* Product Launch in marketing course of product “Perfume”.
* Re-launch product project in marketing management course “Tapal”.
* Radio Show performed in Oral Communication Course.
* Video made on Dar-ul-Sukoon in Oral Communication Course.
* Video made in Consumer Behavior Course on “Save Water Save Humanity”.
* Project in Financial Management Course of comparing financial statements of big five banks.

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines.
* Excellent oral and written skills.
* Highly organised with a creative flair for project work.
* Enthusiastic self-starter who contributes well to the team.

**INTERESTS AND ACTIVITIES**

* Pro-efficient in MS Word, MS Power Point and MS Excel.
* Excellent Communication Skills.
* Good active listener.