

# NOOR UL HUDDA

03244831214 @hijab8508@gmail.com Lahore Pakistan



## EXPERIENCE

Internee 2023 - 2023  
Bank of Punjab Lahore

- Assisted in daily banking operations, including cash handling and customer transactions.
- Gained hands-on experience in account management, loan processing, and customer service.
- Conducted market research and analyzed data to identify trends and opportunities.
- Collaborated with team members to achieve branch goals and objectives.

Customer service 04/2023 - 01/2024  
Ibex Lahore

- Responded to customer inquiries and resolved issues via phone, email, and chat.
- Provided product information, troubleshooting, and technical support.
- Managed customer complaints and escalations, ensuring timely resolution.
- Utilized CRM software to track customer interactions and maintain records. Consistently met or exceeded customer satisfaction targets.
- Highlight your accomplishments, using numbers if possible.

Accountant 2025 - 05/2025  
Chartered Accountants Lahore

- Prepared and managed financial statements, ensuring accuracy and compliance.
- Utilized QuickBooks to manage financial transactions, accounts payable, and accounts receivable.
- Maintained and reconciled petty cash accounts, ensuring proper documentation and controls.
- Processed financial transactions, including invoicing, payments, and journal entries

## EDUCATION

Bs Accounting and finance 2023 - 2025  
Superior university

ADP Accounting and finance 2021 - 2023  
University of Central Punjab

I.com 2019 - 2021  
Queen Marry college

## SUMMARY

Motivated and detail-oriented graduate with a strong interest in banking and finance. Equipped with a solid foundation in financial principles, customer service, and basic accounting from academic projects and personal learning. Quick learner with excellent communication skills, a professional attitude, and a strong commitment to accuracy, compliance, and customer satisfaction. Eager to start a career in banking and contribute to a dynamic team environment.

## KEY ACHIEVEMENTS

Gold medalist  
University of central Punjab

## SKILLS

Ms Word

Ms Excel

Ms Power Point

## LANGUAGES

Urdu Proficient ●●●●●

English Intermediate ●●●●●