



SUMMARY

Energetic person who is goal-oriented and continuously seeking opportunities for growth and increasing knowledge. Works effectively and productively within negotiated time frames. Remains focused on projects from beginning to completion, while paying close attention to detail.

HIGHLIGHTS

Knowledge of Citrix, Fiserv, Accusystem, Oracle, QuickBooks, Peoplesoft, coral draw, Photoshop, HTML, and flash. Team player, sales proficiency, active listener, multitasking, creative mindset. Proficient in Microsoft office and various POS systems.

EDUCATION

<u>Education</u>	<u>Institute</u>	<u>Year</u>
Associate in Cyber Security	HCCS	Current Student
Master of Science	University of Punjab, Pakistan	2009

CAREER RELATED EXPERIENCE

Sr. Lending Assistant

July 2019 - Present

Wallis Bank., Houston, TX - Hybrid

- Assist customers with loan processing, underwriting and during loan closing of conventional and SBA loans.
- Manage Portfolio of Lending officers & do all kind of data entry to maintain portfolio
- Assist customers from start to end of all lending and operation's needs (as the main point of contact)
- Closing of SBA and conventional loans
- Make commission reports and pipeline reports to update all officers' portfolio monthly

Operations & Recruiting Manager - Hybrid

November 2017- June 2019

Xclusive Trading Inc., Metro PCS, Houston, TX

- Recruit new employees on daily bases as this business requires around the USA.
- Assist the HR department in data entry, payroll-managed time corrections and overtime evaluations and ran payroll.
- Maintained new hire paperwork and Create logins for new hires in RTPOS.
- Reconcile company's credit cards with accounts to ensure compliance with accounting standards.
- Solve technical, software, and web issues in the corporate office.
- Managing supplies, utilities, and headquarter accounts of 60 plus stores.
- Managed Business Insurance for the company.

Administrative/HR Assistant

July 2015 – November 2017

Atrium Medical Center, Houston, TX

- Assist the HR department, payroll-managed time corrections and overtime evaluations and ran payroll.
- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers.
- Typed documents such as correspondence, drafts, memos, and emails, and prepared reports weekly for the management.
- Opened, sorted, and distributed incoming messages and correspondence.
- Purchased and maintained office supply inventories and being careful to adhere to budgeting practices.
- Greeted visitors and determined to whom and when they could speak with specific individuals.
- Recorded, transcribed, and distributed minutes of the meetings.
- Maintain utmost discretion when dealing with sensitive topics.

Customer Service Supervisor

September 2015–August 2021

Fry's Electronics, Houston, TX

- Recommended merchandise based on customer needs.
- Maintained knowledge of current promotions, policies regarding payments and exchanges, and security practices.
- Placed special orders and called other stores to find desired items.
- Assisted with buying over the counter and communicated with customers.

- Arranged items in favorable positions and areas of store for optimal sales.

Content Writer**April 2013–Present****Freelancer- Remote Work**

- Conducted extensive research on to the internet to help with providing factual statistics into the articles/blogs.
- Created multimedia and spreadsheets and delivered in a timely manner.

HR/Payroll Manager**June2009–December 2014****Enpower Engineering & Services, Lahore, Pakistan**

- Formulation, development, and implementation of strategies for improvement of the team.
- Complete all hiring process along with the training.
- Payroll-managed time corrections and overtime evaluations and ran payroll.
- Performed data entry analysis for subsequent verification and movement.

ACTIVITIES AND INTERESTS

Road trips, cooking, and traveling

REFERENCES ARE AVAILABLE ON REQUEST
