**First Name of Application CV No 1660458**

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OBJECTIVE:

* To use my skills and potential to assist an organization in achieving its goals which seeking long term career with optimum growth.

PROFESSIONAL WORK EXPERIENCE:

Organization: Golden Peace general transport & Demolition EST company Abu Dabi(UAE)

Designation: TRANSPORT MANAGER    -    Jan 2016 - Present

Responsibilities:

* Able to operate effectively in a high volume service driven transport operation.
* Possessing a good understanding of all relevant legal compliance and fleet controls.
* Experience of Budgets and Financial controls.
* Knowledgeable in all process compliance areas including; Legislative, Productivity, Quality and Service.
* Comprehensive understanding all of areas of the supply chain.
* Full understanding of transport operational systems.
* Able to work diplomatically in a unionized environment.
* FMCG background and hold a National CPC.

Organization: MCB Bank LTD

Operation Manager:

* I was working in MCB Bank Ltd. As OGIII officer for the post of Manager Operational on permanent basis since 1st December 2007 to November 2012 Over all Experience in Banking 7.4 Years

JOB ROLE:

* Managing Over all Operational activities of the branch including Cash counter/ATM/General Banking Operations by ensuring maintenance
* Operational Control/Policies and minimizing Operational Risk thus helping the staff deliver quality service to customers.
* Maintain HSE Files and made Emergency Plan in Branch in case of any emergency.
* Counter services,
* Account Maintenance,
* Managed all customer notices and statements.
* Performed routine maintenance on Postage meters and statement inserters.
* Assisted customers and provided all missing statements as per requirement.
* Prepared records of all daily activities such as spreadsheets.
* Coordinated with various departments and escalated issues whenever required.
* Inspected Visa cards inventory and performed monthly audits on same.

Risk & Compliance Management

Organization: MCB Bank LTD

Cash Officer:

* I was working for Professional Employer Services PVT.Ltd. Karachi for the period of 2.4 Year as cash officer posted in MCB Bank Ltd. Gumti Branch(0868)

Responsibilities:

* Payments Teller
* Receipts Teller
* Chief teller at MCB GUMTI Main cash feeding branch
* Clearing
* Branch supervision
* Overall cash handling the branch as cash officer

ACADEMIC QUALIFICATION:

* F.A.(BISE Gujranwala)2000
* B.A University of Punjab 2003
* Matriculation (BISE Gujranwala) 1997

HEALTH & SAFETY SKILLS:

* OSHA (Occupational Safety and Health Administration)
* IOSH Managing Safely (Institute of Occupational Safety and Health)

* NEBOSH (National Examination Board Occupation Safety and Health)

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COMPUTER SKILLS:

* MCSE Certified Course(NT)
* Diploma in computer Science (DCS)
* Certified Course in Computer Hardware

Other:

* Any other assignment/responsibility given by the immediate supervisor from time to time.

HOBBIES/ACTIVITIES:

* Reading Books
* Play Cricket as All Rounder In Club Cricket

LANGUAGES:

* English,Urdo,Punjabi

PERSONAL:

* D/O Birth 01/02/1981
* Nationality: Pakistani