# RANA

**MBA (FINANCE) WITH 10 YEARS EXPERIENCE**

**Career Objective:**

Zeal to build good carrier, grab the opportunities with commitment and reaching the short term and long term goals of organization and to prove an asset to the organization with the possessed capabilities & abilities.

**Target Position:** Officer in Banking Operation /Customer Service Officer/ Sales

**Target Industry:** Banking/Islamic Banking/Money Exchange

**Professional Experience:**

**The Samer Group Abu Dhabi, U.A.E From 2014**

Industry: Engineering & Consultancy

Designation: Operation Officer

Job Profile: **Tender Procurement Department**

* Correspondence with different authorities likes (ADM, Musanada, ADNOC, ADCO, and WRM) regarding new and Running Projects.
* Prepare Technical and Commercial Proposal for new Project.
* Online Tender submission
* Responsible for Finalization of Tender Proposal.
* Handle all the Projects activities on Daily basis.
* Maintained daily performance report.
* Maintain client wise record**.**
* Maintenance of database related to finance or accounts.
* Generate and analyze Daily, Weekly and Monthly MIS reports as per management requirement, and advice the management accordingly.

**Muslim Commercial Bank Ltd from 20th Feb 2007 to May 2011**

Industry: Banking

Designation: General Banking Officer (Branch Operation Officer)

Job Profile: **Operation & Customer Services Department**

* Before opening and closing of any account to ensure all required Docs are available.
* Always follow the KYC and AML Policies.
* To Image the customer signature correctly with the appropriate signing instructions.
* Issue Cheque Books to New & existing Customers.

 **Remittance.**

* Inward & Outward Remittance.
* Issue DD,TT,MT Online Transfer

 **Cheque Clearing**

* Inward & Outward clearing

 **Other Duties & Responsibilities.**

* Handle all the Lockers Related issues.
* Daily Transfer of Utility Bill Collection to their concerned accounts,
* Check Weekly & Monthly reconciliation Statement.
* Weekly Tax Transfer.
* Maintain all books of accounts,
* Properly Reporting of Monthly, Half Yearly and Yearly closing to the Controlling Office.
* Always follows the Banking Rules and regulations and .Compliance all the Audit Related Issues. And Most Important Duty is to satisfy the Customer and Improve the Branch Business.

**Allied Bank Ltd Pakistan from Jan 2006 to Jan 2007**

Industry: Banking

Designation: operation Officer

Job Profile: **Operation Department**

* Opening new customers Bank Accounts i.e. "Current, Saving, FD. And Minors Account. etc.
* Opening new commercial bank Accounts i.e. "Companies, Establishments, etc.
* Offering all the services for customers i.e. ATM Card, Visa Card, Cheque Book, SMS Service and Internet Service.
* Updating customers' information in the bank system.
* Satisfying all customers' inquiries and meet their requirements.
* ATM & Cheque book custodian.
* Daily reconciliation for ATM and cheque Book.
* Closing and activating dormant accounts.
* Change signature. Stop payment.
* Handling customer issues and complaints in an efficient and friendly manner.
* Ensuring that all security items (debit & credit cards, pin's, and cheque books) are recorded in register, maintained, balanced, destroyed and delivered.
* Transfer fund from bank to another bank Online Transfer. Inward & outward Remittance, Inward & Outward Clearing.

**The Sultan Center Muscat (Oman) From June 2011 to April 2014.**

Industry: Retail (Hyper Market)

Designation: Accounts Assistant

Job Profile: **Accounts Department**

* + - * Maintained all books of accounts, Maintain party wise sales and purchase record, Generate Prepare tax related reports.
			* Maintenance of database related to finance or accounts.
			* Generate and analyze Daily, Weekly and Monthly MIS reports as per management Requirement, and advice the management accordingly.
			* Monthly reconciliation of Bank, Debtors, Creditors and stock.
			* Ensure Proper Accounting of the Company’s Accounts Receivables, Account Payables and Assets.
			* Prepare payroll details & maintain employee related files.
			* Ensure timely receipts from Customers and payment to suppliers, Interact with external auditors.

**Mobilink Telecom Pakistan Jun 2005 to Dec 2005**

Industry: Telecommunication

Designation: Customer Services Representative

Job Profile: **Customer Services Department**

* + - * Issue New Connection with proper record in system.
			* Update Old Connection Records.
			* Handle Customers Problem.
			* Generate Daily Sales Report.
			* Courtesy Calls to the customer on daily basis
			* Consolidate reports & other miscellaneous reports.

**Internship:**

 Tallon Sport Accounts Department

 Comfort knit wear Finance Department

**Achievements:**

 Holding Employee of the Month Certificate from Sultan Center.

 Internal Branch Auditors Certificate from MCB Bank Ltd

**Education:**

 **MBA (Finance)** - University of Central Punjab

 **B.Com** - University Of Punjab Lahore

 **I.Com** – Gujranwala Board

 **Matriculation**-Gujranwala Board

**All Documents attested from HEC and U.A.E Embassy**

**Computer Skills**:

 Word, Excel, Power Point, Corel Draw, In Page. I have also sound knowledge of Microsoft Windows XP, MS Dos, Computer Hardware, Networking Troubleshooting, Typing and Installation.

**Linguistic Proficiency:** English, Arabic, Hindi and Punjabi

**Personal Information:**

 Date of Birth : 19th March 1983

 Nationality : Pakistani

 Religion : Muslim

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