

**IRFAN**

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SUMMARY

* Over four and half Years of experience in General Banking in reputed company’s.
* Key player in handling **responsibilities of day to day running and operations of the office, whilst at the same time creating a professional, helpful and customer friendly environment to work in.**
* Proactive know-how in handling various offices departments.

OBJECTIVE

To make solid contribution towards the organization I serve by bridging the gap between exciting resources of the organization and its strategic financial objectives by adopting suitable strategies either on my own or as part of a management team with special emphasis on quality of service.

WORK EXPERIENCE

**Mushtarka Muhmand &Company – Islamabad.15 Aug 2016 – Present**

**OFFICE:** Capital filling station

**Designation:** Assistant Internal Auditor **TIMING:** 09AM – 05PM

Designation: OG-II/CSM (Officiating BOM since Jan 2016 )



**Farsi International Enterprises–Islamabad.25 Dec, 2015 – 10 Nov, 2106.**

**Designation**: Operation Manager **TIMING:** 05PM**–**12PM



**Soneri Bank–Islamabad. 01 May, 2016 – 15 Aug, 2016.**

**Designation: Business Development Officer (BDO) TIMING:** 09AM–05PM

Designation: OG-II (2010 to 2011)

Designation: OG-III (2008 to 2010)



**Silk Bank–Islamabad.01 Dec, 2015–05 May, 2016.**

**Designation: Sales Executive TIMING:** 09AM–05PM



**Noor Maxillofacial &Dental Surgery–Islamabad.01 Feb, 2013–14 Nov, 2015.**

**Designation:** Receptionist **TIMING:** 05PM–10PM



# *****OFFICIAL COMPETENCIES*****

* **Give the appointment to patient.**
* **Maintain the patient file.**
* **Manage the accounts of the clinic and cash book.**
* **Knowledge of fund management.**
* **Comprehensive understanding of industry and regulatory laws and regulations.**
* Account Opening.
* Through understanding of banking procedure.
* Balancing of clearing control a/c on daily basis**.**
* Manage the deposit of the customer and complete our monthly targets.
* Book keeping & Record keeping.
* ATM/VISA DEBIT Card Processing & Complaint handling.
* Prepare the accounts of different sites.
* Visits the different sits after month and do it his audit and finalize the profit and loss of the business.
* Provide services to customer.
* Term deposit Management(CASA/TDR)
* Cheque book handling.
* Maintain the office files and handle the staff.
* Office & Security Stationery Handling.
* Handling of Admin& Office Issues and Matters.

# *KEY PERSONAL SKILLS*

* **Dependable and truthful.**
* **Ability to keep calm under pressure/Self starter/Highly disciplined.**
* **Having the ability to work accurately.**
* **Relationship management.**
* **Excellent negotiating & Communication skills.**
* **Ability to motivate subordinates**
* **Customer satisfaction.**
* **Solution implementation.**
* **Complaint Management.**
* Well qualified user of computer application. Office orientation
* Time management
* Good knowledge of Peachtree Accounting Software
* Good knowledge of Quick Books Accounting Software

***TRAININGS & WORKSHOP****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

* One day (CASA) training in silk bank.
* Anti-money laundering –CDD KYC(SILK BANK)
* Quality Assurance Service Excellence.(SONERI BANK)
* One week training in scouting on scout camp (Maree).
* Workshop on "Business Continuity Planning" (Soneri Bank-Islamabad-5th September, 2015)

# *OTHER COURSES/TRAINNINGS*

* BED (in progress) from Alama Iqbal University.
* Computer typing course.
* Computer basic course.

SCHOLASTIC DETAILS

 Bachelor in Commerce (B.COM) from Quaid-e Azam University.

 Intermediate in Commerce (I.COM) from IMCB F-10/4 Islambad.

 Matric in Science from IMCB G-10/3 Islamabad.

**Others**

Date of Birth: 07/08/1995

Marital Status: Single

Nationality: Pakistani

REFRENCES

Out standing references will be furnished on demand.