

**MUHAMMAD**

[**MUHAMMAD.373493@2freemail.com**](mailto:MUHAMMAD.373493@2freemail.com)

**Objective**

Seeking a challenging and rewarding Computer/ Accounts career in a reputable organization which provides full opportunities to use my skills and knowledge in excellent working environment

**Personal Details**

**Date of Birth:** 1st January, 1989

**Gender:** Male

**Nationality:** Pakistan

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| **Education** |  |  |

* **BSc.** Bachelor of Science **(2005-2007).**

Khawja Farid College, Islamia University Bahawalpur Pakistan,

**(IUB Bahawalpur)**.

* **FSc.** IntermediatePre-Engineering **(2003-2005).**

Superior Science Higher Secondary School Muzaffar Garh, Dera Ghazi Khan Board Pakistan,

**( BISE DG Khan**)

* **Matric.** Science **(2001-2003).**

Superior Science Higher Secondary School Muzaffar Garh, Dera Ghazi Khan Board Pakistan,

**( BISE DG Khan)**

**Professional Diploma.**

* **Hotel Management Diploma:** To prove my ability in Hotel/ Guest House, this is my wish.
* **Diploma in office management:** To prove my ability in Accounts where computer knowledge is essential.

**Work Experience from May 2008 to March 2017(9 years).**

1. **(ZARAI TARAQIATI BANK LTD PAKISTAN).**

Working as Assistant/ Computer Assistant (May 2009 to October 2017 continue).

Since my joining, I done my job on different seats;

1. **Zonal Office, Rahim Yar Khan. (May 2009 to March 2010).**

**Responsibilities,**

Work under Zonal Chief, Zonal Managers: i.e Zonal Manager Projects, Zonal Manager Recovery, Zonal Manager Operations, Zonal Manager Administrations.

* To collect all data from fertilizers suppliers and data from branches under Rahim Yar Khan Zone, and compile them and make statements on Microsoft Excel form submission to our Head Office, Islamabad Pakistan.
* To collect all data of Daily/ weekly/ Monthly Recovery and Disbursement of Agricultural Loans and Production Loans from cFOCS (DOS based software), DIMIS (Oracle Based Software) and compile them for statements in Microsoft Excel under Zonal Manager Operations.
* To make statements/ minutes for purchasing and repairs Bank’s assets as well as medical bills for Zonal Manager ADMIN.
* To make Monthly/ Quarterly statements at Closings of Currency Transaction Reports/ deposit reports/ advance to staff reports for submission to State Bank of Pakistan.
* Make all communication Letters to branches under zone as well as target letters to Branch Managers/Credit Officers on Microsoft Word.

1. **Zarai Taraqiati Bank Limited, Zahir Pir Branch. (April 2010 to March 2011).**

**Small Town Branch.**

* Work under Branch Manager as Branch Data Processing Incharge.
* To make all statements of branch on Excel Format.
* To make targets Letters for Credit Officers and communications letters.
* To maintain supplementary of Branch and Books of Accounts.
* Daily Entry of Field Data in DOS/ Oracle (Red Hat) based software for branch closing.

1. **Zarai Taraqiati Bank Limited, Rahim Yar Khan Branch. (April 2011 to June 2011).**

**Big Town Branch.**

* To assist Branch Manager for Insurance Statements and Data Processing Incharge.
* Daily Entry of Field Data in DOS/ Oracle (Red Hat) based software for branch closing.

1. **Zarai Taraqiati Bank Limited, Rojhan Branch. (June 2011 to June 2012).**

**Big Town Branch.**

* Cashier/ Teller of Branch.
* Work on c DMS (Oracle/ Red Hat) Based Software of Deposit Credit Debit Transactions.
* Daily Entry of Field Data in DOS/ Oracle (Red Hat) based software for branch closing.

1. **Zarai Taraqiati Bank Limited, Khanpur Branch. (July 2012 to October 2015).**

**Big Town Branch.**

* Cashier/ Teller of Branch.
* Work on Western Union Software a leading company in world for money Exchange and

transfer.

* Work on c DMS (Oracle/ Red Hat) Based Software of Deposit Credit Debit Transactions.
* Daily Entry of Field Data in DOS/ Oracle (Red Hat) based software for branch closing.

1. **Zarai Taraqiati Bank Limited, Bagh O Bahar Branch. (November 2015 to September 2017).**

**Small town Branch**

* Cashier/ Teller of Branch.
* Work on Western Union Software a leading company in world for money Exchange and

transfer.

* Work on c DMS (Oracle/ Red Hat) Based Software of Deposit Credit Debit Transactions.
* Daily Entry of Field Data in DOS/ Oracle (Red Hat) based software for branch closing.
* Dealing with all clients and Banks.

1. **(Haseeb Textiles Mills Ltd, Karachi Pakistan).**

Working as Accountant (July 2008 to May 2009).

**Responsibilities**,

* In absence of Boss, work as Incharge of Export point of Mill.
* Dealing with statements of Banks and other Costumers.
* Maintain record and statements of accounts.
* Maintain Labor salaries and their advances.

1. **(Watan Builders Multan, Pakistan).**

Working as Accountant (Jan 2008 to Jun 2008).

**Responsibilities**,

* To check all accounts books, (Bank accounts, Credit/ Debit of Income and Expenses of company).
* Maintain record of company, (Agreements/ Letters with Government of Punjab Province Pakistan, communication with Business partners/ Suppliers of Raw Materials) .
* Maintain Salary Statements of staff and labors.
* Maintain statement of Diesel usage of construction equipments and their repair.
* To provide all indeed of workers as well as Engineers/ Supervisors at site.

1. **( Posh Hotel & Guest House Multan, Pakistan).**

Working as Junior Manager (May 2007 to Dec 2007).

**Responsibilities**,

* Handling of guest for food,rest.
* To manage parties organized by the guests.
* Care taker of guest house reception Incharge.

1. **(State Life Insurance Corporation Pakistan).**

Working as sales agent (Nov 2009 to continue on part time basis).

**Responsibilities**,

* On weekend sale life insurance policy to people to save their children’s future.

**Computer Skills**

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* **Banking software:** Oracle, Ms Dos, cDMS,cFOCS, and Western Union.
* **Hotel software:** Hotel Booking and Billing software.
* **Operating system:** Windows Xp,Windows 7,Window 8.
* **Others:**  MS OFFICE(7, 10) Microsoft Word, Microsoft Excel, Microsoft

Power Point

**Awards & Achievements**

* Appreciation Letter of ZTBL, Branch Manager.
* Hotel Management certified training.(One month).
* Safety course on industrial Process Safety.(one week course).