# 1 002 C.V.

Name: Muhammad

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# OBJECTIVE

To become part of an esteemed organization, which provides comprehensive career growth to accomplish the objectives and goals of my professional as well as Personal life.

# EXPERIENCE

### 11 Years Banking Experience

* **3 years** 08 Month’s Working Experience in Askari Bank Limited as Grade 1 Officer from 10 March, 2014 to Date. (10-03-2014 to Date)

(Branch Banking Group)

* **7 Years** 07 Months Working Experience in Bank Alfalah Limited as Authorizer since 03 July, 2006. (03-07-2006 to 28-01-2014) (Branch Banking & Operations Group)
* 4 Month’s Experience as Collection Officer (Personal Loan) at United Bank Ltd, Regional Head Quarter, Davis Road, Lahore.(09-03-2006 to 02-07-2006)

# EDUCATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. no.** | **Qualification** | **Marks/****CGPA** | **%Age** | **Institute** | **Passing Session** |
| 1 | M.B.A(Finance) | 3.3 4 / 4.00 | 77% | Hailey College of Banking & Finance, University Of The Punjab, Lahore | 2010 |
| 2 | B.Com | 948 / 1500 | 63% | Govt. M.A.O. College, Lahore. | 2005 |
| 3 | I.C.S. | 658 / 1100 | 60% | Govt. Islamia College, Lahore. | 2002 |
| 4 | Matriculation | 556 / 850 | 65% | Govt. Muslim Model High School, Lahore. | 2000 |

### Askari Bank Ltd, Qartaba Chowk Branch, Lahore http://www.brandsoftheworld.com/sites/default/files/styles/logo-thumbnail/public/0020/5278/brand.gif?itok=TypB-VlO

(10-March-2014 to Present)

**Working as Foreign Trade Officer/ Remittance Officer**

* Foreign Trade, Issuance & Retirement of LC, Open Account payment, Advance Payment, Documents Collection payment, Import Contract Booking Inward & Outward Foreign Transfers.
* Remittances, which includes Banker Cheque (BC) Issuance, Payment and cancellation.
* Worked as in charge Account Opening / General Banking.
* Worked as Back up of Manager Operations as well as working with Branch

 Manager for Deposit Mobilization.

 **Worked as Account Opening In charge**

* Account Opening, Opening of Accounts of different entities & individuals, Cheque Book/ATM Issuance, CDR & TDR Issuance and Redemption, Stop payments as well as zakat exemption and Dormant Activation.

**Worked in Operations as backup in charge General Banking/Officer Grade 1**

* Remittances, which includes Pay Order (PO), Demand Draft (DD) Issuance, Payment and cancellation.
* Online Transfer as well as Internal Transfer.
* CD In charge, Supervise the work of cash officers, Supervision of Giving and Receiving cash to them. To replenish cash into ATM machine, Foreign Currency Dealing and reporting, Key custodian, Send/Receive cash to Main Branch, Close the Main Cash.
* Deposit Mobilization, Also visit market for trade parties as well as deposit mobilization.

### Bank Alfalah Ltd, CPU Clearing Gulberg, Lahore http://www.tsscuae.com/sites/tsscuae.com/themes/tssc/images/tssclogo.jpg

(July 2006 to January 2014)

**Worked in Operations as Authorizer/Supervisor**

* Inward Clearing: To supervise and Check all the technicalities, monitoring & supervision of the Inward Clearing instruments in the system.
* Outward Clearing: To supervise and Check all the technicalities, monitoring & supervision of the Outward Clearing Instrument in the system.
* Intercity Inward and Outward Clearing: To supervise and Check all the technicalities, Post & supervise the Inward Intercity Clearing instruments in the system. As well as Supervision of the posting and realization of Intercity Outward Clearing.
* Outward Clearing Return: To supervise the outward returns in the system.

### Bank Alfalah Ltd, Chauburji Branch, Lahore. http://www.tsscuae.com/sites/tsscuae.com/themes/tssc/images/tssclogo.jpg

**Worked in Cash Department**

* Cash Receipts, Cash Payments, Online Transactions, which includes Online Receipts, Withdrawals & Bills etc.

**Worked in Accounts Department**

Checking the Activity of all the Departments of the bank in Accounts Department.

**Worked in Operations Department**

* Remittances, which includes Pay Order (PO), Demand Draft (DD) Issuance, Payment and cancellation.
* Online Transfer as well as Internal Transfer.

# DEPARTMENTAL SKILLS

Account Opening Department Foreign Trade Department

Cash Department Clearing Department

Accounts Department Deposit mobilization Department

Western Union Payments Locker Operations Department

Remittance Department

Cheque Books and ATM Cards Operations, Stop Payments, Dormant Activations, Issuing Bank Certificates, Statement issuance, CDR and TDR issuance and Balancing.

# TRAINING

1 Month, s Batch Training at Bank Alfalah Training and Development Center (TDC)

½ Month’s Training as Customer Service Executive in M/S Mind Bridge (Call Center) 1 week course “Comprehensive Foreign Trade / Forex” “Account Opening Specialist” “Anti Money Laundering”

“Trade Finance” “Banker’s Cheque Training” “Get Connected E-mail & Internet” “E-Kyc & I Net Banking ” “High flier CRO” “How to Prevent Frauds” “Ethics & Morality in Banking Business” “ Internet and E-mail” “An Understanding Of Islamic Banking Products” “AKBL Liabilities Products”

“Alfalah Gold Standard Training Program”

# COMPUTER SKILLS

Have knowledge and experience of MS-Word, MS-Excel, MS- Access, and MS-Power Point and blended with additional Skills of MIS, BANK SMART, Temenos (T-24) and Flex cube.

# Reference:

Will be furnished on demand.