******

***RANA***

***Rana.383742@2freemail.com***

**CAREER OBJECTIVE:**

**To Serve an Organization under Competitive and challenging atmosphere to**

**Prove the enthusiasm technical skills in the best interest of the organization**

**EXPERIENCE:**

**OFFICER OG-III, (Jan, 2016 to Present)**

**Bank ID: 11401**

Bank Al Habib Ltd.

Main Branch Okara.

**CASHIER:**

***Zarai Taraqiati Bank Limited. (2012 TO Dec, 2015)***

**PI.NO.4934**

**Responsibilities:**

|  |  |
| --- | --- |
| * Hand on Experience
 |  |
| * [*LAMS*](http://124.109.53.126:999/sdms/default.aspx) *-LOAN APRAISAL MANAGEMENT SYSTEM,*
 | * [***CDMS***](http://124.109.53.126:999/ovs)***- CENTRAL DEPOSIT MANAGEMENT SYSTEM***
 |
| * [SDMS](http://124.109.53.126:999/sdms/default.aspx) - Security Document Management System
 | * **ENTER PRIZE RESOURCE PLAINING**
 |
| * [ICRMS](http://124.109.53.126:999/icrms/)- Internal Credit Risk Management System
 | * [**NIVS**](http://124.109.53.126:999/ovs)**- National Identity Verifications System**
 |
| * [Di-MIS](http://210.2.171.174/forms/frmservlet?form=d:\BRC\FORMS\frmbrclogin_web.fmx)- Dynamic Integrated MIS
 | * [**RRIS**](http://124.109.53.126:999/rris/)**- Regulatory Reporting Information System**
 |
| * [HAMS](http://124.109.53.126:999/hajjapps/)- Hajj Applications Management System
 |  |
| * TO MAKE PAYMENT OF SANCTIONED LOAN
* ISSUE CHECK BOOKS
* RECEIVE LOAN INSTALMENTS
* MAINTAIN BANK ACCOUNTS
* MAINTAIN CDMS (CENTRAL DEPOSIT MANAGEMENT SYSTEM)
* MAINTAIN CFOCS ( CENTRALIZED FIELD OPERATION COMPUTERIZATION SYSTEM)
 | * **ISSUE CHECK BOOKS**
* **MAINAINT CHECQUE CLEARING NIFT (NATIONAL INSTITUTIONAL FACILITATION TECHNOLOGIES (PRIVATE) LTD.)**
* **MAINTAIN CASHIER’S SCROLL**
* **MAINTAIN TRACTOR REGISTRATION**
* **TO MAKE PAYENTS OF BRANCH EXPENSES**
* **SUBMIT CREDIT INFORMATION REPORT**
 |

**PERSONAL INFORMATIN:**

**Father Name : Rana Muhammad Razzaq**

**Nationality :Pakistani**

**Domicile: Okara**

**NIC # : 35302-8238653-7**

**Marital Status : Married**

**Birth Date : 28-04-1986**

**EDUCATIONAL INFORMATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Institution** | **year** | **Subjects** | **Div/Grade** |
| **LLB** | **Multan Law College BZU Multan Pakistan** | **2017** | **Administration Law, Company Law &others** | **2nd** |
| **CBT TRAINING**  | **BANK AL HABIB** | **2016** | **Banking Operations** | **A+** |
| **Basic Banking** | **ZTBL, Staff College**  | **2014** | **ERP,EBS,CDMS,AML** | **A++** |
| **CCNA**  | **Cisco Certified** | **2009** | **Com.Networks** | **A++**  |
| **CCNA -Training** | **Corvate LHR** | **2009** | **Com.Networks** |  |
| **DIT** | **SGC Okara** | **2006** | **IT Certificate** | **A++** |
| **Graduation** | **Punjab university** | **2006** | **Journalism** | **2nd** |
| **Intermediate** | **BISE Lahore** | **2004** | **Com.Sci** | **2nd** |
| **Matriculation** | **BISE Lahore** | **2002** | **SCIENCE** | **2nd** |

**SKILLS AND QUALITY:**

* **Good at Communication Skills**
* **Ambitious and motivational attitude**
* **Attain Good knowledge and grip in computer&Always participated in extracurricular activities at significant level**

**References:**

* **Available Upon Request4**