**ANJUM**

*Anjum.382539@2freemail.com*

JOB TITLE / POSITION

**Branch Manager**

EDUCATION

B.Com P.U. Lahore 2003 Accounting

YEARS OF EXPERIENCE

Meezan Bank Ltd: 2+

The Bank of Punjab: 5+

HBL: 4+

TRAININGS

Cash & Operation

Branch Banking

Currency Operations

Money Laundering

Service Quality Assurance

Anti-money laundering

PROFESSIONAL HIGHLIGHTS

Well experienced in enhance business with the use of marketing skills. excellent experienced in performing operational activities,

I have more than 11 years extensive experience in Banking sector. I am familiar with marketing skills and excellent knowledge of Operational activities.



**Objective:**

To secure a challenging position, where my skills, education, integrated banking experience, public relations, personal training can be effectively utilized.

**EXPERIENCE:**

 **Organization:** **Meezan Bank Ltd**

Duration: From November 2015 to Till Date as Branch manager

Distt. Narowal.

Department: Branch Banking.

***Responsibilities:***

* + Marketing for new client to enhance the business
	+ Develop implement and manage a detailed business plan using total team involvement and participate in establishing team sales and service goals
* **Organization:BOP**

Duration: From August 2014 to November 2015 as Branch manager at Cantt Branch Sialkot.

From October 2010 to August 2014 as operation manager at ShakarGarh Branch

Distt. Narowal.

Department: Branch Banking.

***Responsibilities:***

* Supervision of all operational activities
* Marketing for new client to enhance the deposit
* Identify cultivate and expand key customer relationships through focused sales and referral activity to an assigned Small Business customer base

ANJUM BASHARAT

Resume

 **Organization:** **HBL** 

Duration: From May 2006 to

October 2010 in Shakar Garh

Branch, Distt Narowal.

Department: Remittance / General

Banking.

***Responsibilities:***

* Processing of inward / out ward clearing (normal / intercity)
* Daily on line cross branch transactions.
* Handling of collection / Zakat / Pension accounts.
* Dealing term deposits.
* Recovery of consumer loans.
* Supervision of all types of transactions.

***Internships:***

* Internship (Eight Weeks) at Muslim Commercial Bank Ltd. of Pakistan.
* Internship (Eight Weeks) at Allied Bank Ltd. Pakistan at the end of B.Com.
* Internship (Eight Weeks) at Allied Bank Ltd. Pakistan at the end of D.Com.

***Personal / Self-Management:***

* Strong personal initiative, quick learner in mastering job requirements.
* Energetic, dedicated professional with record of building strong working relationships achieving exceptional results.
* Heard worker committed to efficient and productive operations.
* Modeling, empowering, aligning and path finding during job requirements.

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