



SYED GHAYAS SHABBIR BUKHARI

OFFICER GRADE II



Al Jarwan Building, Industrial area # 12,
Near Geco Signal, Sharjah, 000000



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ABOUT ME

I have more than 10 years of professional banking experience. Worked in different departments as required by higher management. Having sufficient knowledge of KYC/AML/CFT. Good experience of Banking Operations, Compliance issues, Audit rectifications, finance department and coordinator experience as well. I have a "CAN DO" attitude having ability to work under fast paced diverse environment, can work for longer hours, better understanding of goals achievement, team player, good problem solving skills, energetic for work.

LANGUAGES

ENGLISH

URDU

HINDI

PERSONAL DETAILS

Date of birth
09/03/1987

Nationality
Pakistani

Visa status
Visit

Marital status
Married

WORK EXPERIENCE

ZTBL

Jun 2018 - Present

Officer Grade II

Currently working as Officer Grade II General Cadre in ZTBL. ZTBL is a government owned Bank in Pakistan which provides Banking services including Financing as well. Main responsibilities included Operations Officer. Dealing with account opening, cheque book management, issuance of Banker cheques/Traveller cheques, Demand drafts/Pay orders, Lockers management, Cash and ATM supervision, compliance of daily vouchers for audit inspection, finance cases dealing disbursement and recovery posting matters. I have worked in General Banking as per job requirement by Higher Management. Through on job training and rotation.

MCB BANK LIMITED

Multan
Jan 2017 - Jun 2018

Marketing Officer

Previously worked as Marketing Officer (OG-II) in MCB. MCB is among one of the largest commercial Bank in Pakistan and also having international branches in UAE as well which provides Banking services including Financing as well. Main responsibilities included Marketing Officer. Marketing of fresh potential clients for Bank and providing them services related to account opening, cheque book management, issuance of Banker cheques/Traveller cheques, Demand drafts/Pay orders, Lockers management, compliance of daily vouchers for audit inspection. Financial services include market checking of potential clients through eCIB check, repayment capacity of borrowers by assessing their financials and account turn overs, appraising of credit files, mortgages(Properties, liquid securities), disbursement of the loans and recoveries. I have worked in General Banking as per job requirement by Higher Management. Through on job training and rotation.

UNITED BANK LIMITED(UBL)

Multan
Sep 2015 - Jan 2017

Relationship Manager

Worked as Relationship Manager(RM/OG-II) in UBL. UBL is one of the leading commercial Bank in Pakistan having international branches in UAE as well. Main responsibilities included Relationship building of new potential customers for Bank. Dealing with account opening, cheque book management, issuance of Banker cheques/Traveller cheques, Demand drafts/Pay orders, compliance of Credit files for audit inspection, finance cases dealing disbursement and recovery posting matters. Financial services include market checking of potential clients through eCIB check, repayment capacity of borrowers by assessing their financials and account turn overs, appraising of credit files, mortgages(Properties, liquid securities), disbursement of the loans and recoveries. I have worked in General Banking as per job requirement by Higher Management.

ALLIED BANK LIMITED(ABL)

Kabirwala
May 2013 - Jul 2015

Credit Officer

Having work experience as Credit Officer (OG-III) in ABL. ABL is among one of the largest commercial Bank in Pakistan. Main responsibilities included providing Credit facilities to the clients.

REFERENCES

**SYED ADIL MANSOOR
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Marketing of fresh potential clients for Bank and providing them services related to account opening, cheque book management, issuance of Banker cheques/Traveller cheques, Demand drafts/Pay orders, Lockers management, compliance of daily vouchers for audit inspection. Financial services include market checking of potential clients through eCIB check, repayment capacity of borrowers by assessing their financials and account turn overs, appraising of credit files, mortgages(Properties, liquid securities), disbursement of the loans and recoveries. I have worked in General Banking as per job requirement by Higher Management. Through on job training and rotation.

**UNITED BANK
LIMITED(UBL)**
Multan
Jun 2011 - Jun 2013

Office Coordinator

Previously worked as Coordinator Officer (OG-III) in UBL. UBL is among one of the largest commercial Bank in Pakistan and also having international branches in UAE as well which provides Banking and financial services. Main responsibilities included assisting filed teams in order to achieve the daily targets assigned by the higher management, updating the management MIS for field and higher offices, responding emails from top management and conveying updates to filed teams. Arranging meetings and trainings for the teams. Assisting Regional head in routine letters, memos, and ACR's preparations. Worked as a bridge between Top and lower management.

EDUCATION

**VIRTUAL
UNIVERSITY OF
PAKISTAN**
Muzaffargarh
2021

Masters of Public Administration

Masters in Public Administration is blend of Business and Administration courses which is helpful for implementing the Public Administration in Public and Private offices. Main courses covered are Accounting, E-Marketing, Human resources, Marketing, Business maths and Statistics. This degree has enabled me to practically demonstrate the Human resources like Performance management, ACR's, PER's, use of benefits and coercive powers, making working environment smooth and flexible for staff and managing the marketing practices to achieve the organizational goals.

**BAHAUDDIN
ZAKARIYA
UNIVERSITY
MULTAN**
Multan
2010

B.Sc Hons.

Bachelor of science degree after 16 years of education. Pakistan is an Agricultural country having main GDP contributor is Agricultural business.

SKILLS

MS OFFICE(WORD, EXCEL, POWER POINT)

SECURITY DOCUMENT MANAGEMENT
SYSTEM(SDMS)

INTERNAL CREDIT RATING MANAGEMENT
SYSTEM(ICRMS)

CENTRALIZED BRANCH AUTOMATION
SYSTEM(CBAS)

CENTRALIZED DATABASE MANAGEMENT
SYSTEM(CDMS)

TEMENOS T24

SYMBOLS BANKING SOFTWARE

CBS(CORE BANKING SYSTEM)

PEACHTREE

TALLY

QUICKBOOKS

CPAS(CENTRALIZED ACCOUNT PROCESSING
UNIT)

HOBBIES

BOOK READING, SOCIAL MEDIA, CRICKET

UNTITLED

Feb 2022 - Feb 2022

