
OBJECTIVE:

Seeking a position in a Bank where I can share and explore my extensive knowledge and hands-on experiences in management and to enhance professional and personal development towards company's progress.

QUALIFICATION

- **Bachelor of Commerce**
University Of The Punjab, Lahore, Pakistan (1998)
- **Intermediate of Commerce**
Board of Inter & Secondary Education, Lahore, Pakistan (1995)

EXPERIENCE:

☞ **DUBAI ISLAMIC BANK (TANMIYAH).** **May2007 - Till 21-July2019**

Analyst Dept. Cards Operation Dept. TeleSales Dept. And Personal Finance Dept.

- ✓ Worked in Analyst Department as a Analyst.
- ✓ Worked in Credit Card Operation Dept.
- ✓ Worked in **Business Support & Control Department**. TeleSales...
- ✓ Worked PDC Management Dept.
- ✓ Worked in DIB. Operations, Clearing & Remittances, Clearing & Hubs, Clearing-Outward Clearing.

Key Responsibilities

❖ **PDC and Clearing & Remittances, Clearing & Hubs, Clearing-Outward Clearing.**

- Receiving, counting, sorting, scanning and reconciliation of Cheques received from various units/branches.
- Technical verification of Cheques prior to processing and Murabaha Cheques prior to power match during high volume dates.
- Processing of PDC's, Collection, In-house, outward clearing and their respective posting, scanning and return Cheques.
- Forward due dated DIB and Non DIB due dated Cheques to concern departments for further processing with proper acknowledgment.
- Scrutiny of deposit slips and attached Cheques for scanning purpose and stamping on CDM Cheques.
- Processing of Cheques on ICCS, OCRT and IFLEX and other bank systems related to unit.
- Consolidation and dispatch of retrieval requests and their cancellation from system.
- Handling of enquires related to unit.
- Reconciliation of physical outward clearing cheques for archiving and ensure dispatching of processed cheques/verified vouchers to archiving.
- Verifying PDCs (DIB and Non-DIB) with the due list and ensure Cheques in the system are physically matching. Payment Schedule checking for rejected Cheques of Murabaha.
- Preparing MIS related to clearing unit & ensure MIS is updated on daily basis.
- Regular periodic reading and review of relevant policy and procedure documents.

- All the above accountabilities include but are not limited to any additional/new tasks responsibilities assigned by the line manager as per the management requirement.

❖ **Credit Cards & Personal Finance Work Detail**

- Checking Documents and information that its fully completed.
- Entering the Applications of Personal Finance (PF), Salam Cases, Credit Cards (CC) & Auto Finance (AF) in FinnOne.
- Booking of PF , Salam & Credit Cards, AF Applications in FinnOne.
- Scan the Documents as per process.
- Make sure that all requirements is full filled before change stage.
- Send cases to Credit Dept. & Retail Assets Operation Dept. (RAO) within the frame time.
- Entering the After sale, Internet and Supplementary cases in FinnOne and MIS.
- Prepare the MIS of Submissions on daily and Monthly basis then send it to Telesales Team Leaders.
- Prepare the Retail Assets Operation Dept. (RAO) Sheet.
- Cancellation of Telesales Cases to be Approved by Telesales Team Leaders or Telesales Manager.

(IMEC) OUT SOURCE COMPANY

Dec. 2006 – July 2010

Worked in several Places and in several dept. under **I MEC** during my work till now, like **Jumeirah Beach Residence** (6 Month's), **National Bank Of Abu Dhabi** (8 Month's), **First Gulf Bank** (6 Month's), **Dubai Islamic Bank** (Currently). The Work detail follow as under,

☞ **DUBAI ISLAMIC BANK**

May2008 – July2010

Analyst Dept. Cards Operation Dept. TeleSales Dept. And Personal Finance Dept.

- ✓ Worked in Analyst Department as a Analyst.
- ✓ Worked in (COD) Credit Card Operation Dept.
- ✓ Worked in TeleSales (TS) & (PF) Personal Finance Dept. as coordinator.

Job Responsibilities:

Credit Cards Work.

- ✓ The same as Mentioned Above.

Personal Finance Work Detail.

- ✓ The same as Mentioned Above.

☞ **JUMEIRAH BEACH RESIDENCE (DUBAI PROPERTIES)**

06 Month's

As a Team Leader And Administrator.

Job Responsibilities:

- ✓ Preparing meeting agendas
- ✓ Facilitate team meetings using appropriate brainstorming, problem solving, decision making, and project planning techniques
- ✓ Manage meetings according to the team's agreed upon guidelines
- ✓ Delegate team tasks as needed (e.g. recording, gathering information, etc.)
- ✓ Facilitate ongoing self-evaluation of the team's effectiveness
- ✓ Manage team conflicts so that problems are resolved constructively
- ✓ Attending meetings to coordinate and monitor plan implementation
- ✓ Report progress to County leadership
- ✓ Responsible for the implementation and ongoing maintenance of all office policies and procedures.
- ✓ Responsible for the scheduling of office volunteers in a timely manner to ensure appropriate coverage to assist staff and daily operation of organization

- ✓ Design and implement staff communications programs in order to ensure ongoing, positive up and down communications throughout the organization.
- ✓ Delegate responsibility to appropriate staff and volunteers to ensure that the day-to-day functions and assigned projects are carried out. Personally manage the staff & volunteers who are responsible for the specific tasks, assignments, programs & events.

☞ **NATIONAL BANK OF ABU DHABI**
Cheques's Clearance Dept

08 Month's

Job Responsibilities:

- ✓ Making Cheques Transaction morning, afternoon and Evening
- ✓ Debit and Credit in clients Accounts by Online and Manually
- ✓ Sent cheques to Central Bank.
- ✓ Making late payment Vouchers
- ✓ keeping all post dated Cheques record and sort out daily and monthly payable cheques transaction.
- ✓ At the End of Day Run the Program and balance the Total value of full amount and print the Reports for Tomorrow.

☞ **FIRST GULF BANK**
Cards Operation Dept

06 Month's

- ✓ Worked in Credit Card's Operation Dept.

☞ **BRICKS AND STEELS GROUPS OF COMPANIES & DOCUMENT CLEARING SERVICES**
Marketing Coordinator Dubai

Apr, 2006 - Nov, 2006

Job Responsibilities:

- ✓ Worked As a Marketing Manager & Computer Operator, Administrator, HR Administrator & Typing of all those Documents which are belong to immigration Dept. Ministry of Labor Dept. Chamber of Commerce Dept. Online by Internet.

☞ **BIN RASHID FURNITURE EST. U.A.E.**
Secretary Cum Administrator & Computer Operator

May, 2005 – Apr, 2006

Job Responsibilities:

Worked in **Bin Rashid Fur. EST.** Several Departments like (I.T.Dept., Personal Dept. Showrooms Controller Dept., Wholesales Dept.) as a "Computer Operator" & where my job profile was a Secretary, Telephone Operator, Administrator, Data entry Operator & was maintaining other all filling work on field which includes...

- ✓ Handling Phone calls and giving stock inquiry, taking Orders from the Customers.
- ✓ Call quotation from the traders for the purchase, negotiate with them to get the maximum credit.
- ✓ Preparing the LPO, Sales invoice & Shipment Documents for clearing.
- ✓ Monthly stock checking and Entry in Computer, Enter new Or Repeated Stock in Computer, Delivery Orders(D.O), Entry of Transfers Stock, Adjustments Entry of Stock & all other Entries in Computer.
- ✓ I was the Responsible to Changes Price Or Put New Prices of Stock. By The Instruction Of Owner.
- ✓ Clear the Drivers for Delivery for the Customers.

☞ **GAZZAZ Co. Ltd. Jeddah, KSA**
Secretary Cum Computer Operator

1998 – May, 2005

Job Responsibilities:

Worked in **Gazzaz** Several Departments like (Audit Dept., I.T.Dept., Personal Dept. Showrooms Controller Dept., Wholesales Dept. & Advertisement Dept.) as a

“Computer Operator” & where my job profile has as a Secretary, Data entry Operator & some other filling work on field which includes...

- ✓ Worked as a Consul Operator of Point of Sale (P.O.S) System receiving data from all Regions, updating in Data Base & printing all Reports, solving problems of Troubleshooting by Networking, I was full responsible of Time Attendance Report, for more than (One and half years) during the time of Gazzaz work.
- ✓ Worked in Personal Dept. as making Monthly Payrolls of **1500** Staff & Worked as a Samples Section Controller.
- ✓ Taking Backup of Computers of all Dept. weakley, monthly and yearly and restoring by the device of Hewlett Packard (HP).

☞ **Al Furqan International Traders (Pakistan)**
Marketing Coordinator

From, 1995 to 1997

Job Responsibilities:

- ✓ Worked in Fully Computerized Environment
- ✓ On Company's Indigenous Accounts Package, Maintaining Books Of Accounts i.e. Cash /Bank Books, Supplier Ledger, Customer Ledger, Preparing Reconciliation Statement, Preparing MIS, Issuing cheques & Data Entry in Computer.

KEY SKILLS:

- ✚ Exceptional Skill In Realizing Preset Objectives.
- ✚ Ability To Lead, Motivate And Work Effectively In A Team Environment.
- ✚ Competitive In Nature And Having Intense Desire To Learn Through Experience.
- ✚ Ambitious And Prepared To Work Hard for Achieving Success.

Computer Skills:

- ✓ One Year Deploma From Panajab Colege of Commerce
- ✓ DOS
- ✓ AutoCAD 2004
- ✓ BASIC (Language)
- ✓ COBOL(Language)
- ✓ Microsoft Office (MS Word, MS PowerPoint, MS EXCEL)
- ✓ Visual Basic.Net
- ✓ Internet Utilities

Typing Skills:

- ✓ English 60 w.pm
- ✓ Arabic 30 w.pm
- ✓ Urdu

PERSONAL PROFILE:

Date of Birth:	17 Oct. 1978
Marital Status:	Married
Current Residence Status:	DUBAI ISLAMI BANK (EMPLOYMENT VISA)
Nationality:	Pakistani
Father's Name:	Mr. Riaz Ahmed
Driving Licence:	Available on Till 04-04-2021 .

L a n g u a g e s

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|-------------------------------------|------------------------------------|
| • English (Write, Read, Speak Well) | • Arabic (Write, Read, Speak Well) |
| • Urdu (Write, Read, Speak Well) | • Hindi (Speak) |

For further details contact me please on mobile: 050-9013374