

SYED WASEEM ABBAS



Multi-talented and Energetic **Banking Services Professional** having **6 years** of Experience in Multiple roles and responsibilities in banking industry. Seeking to contribute my interpersonal and professional skills into a responsible and challenging position with a turbulent and dynamic organization that offers opportunities for personal and Professional.

CONTACT	Street # 13 Muslimabad Misriyal Road Dhoke Syedan Rawalpindi	E-mail: syedwaseemabbas277@gmail.com Phone: 00923325199110
WORK EXPERIENCE	Mezan Bank Ltd Branch Service Officer - BSO DHA Islamabad	Aug 16, 2021 — Till Now
	Bank Islami Ltd Customer Service Officer - (CSO) Rawalpindi, Pakistan	Sep 09, 2019 — Aug 13, 2021
	Askari Bank Ltd. Officer Cash Payment & Receipts Rawalpindi, Branch	May 03, 2017 — Sep 09 2019
	Military Hospital Rawalpindi Computer Assistant	Nov 01, 2014 — April 20, 2017
EDUCATION	Masters in Commerce Federal Urdu University Islamabad	2019 — 2021
	Bachelor of Commerce Punjab College of Commerce Rawalpindi	2012 — 2014
PROFESSIONAL SKILLS & QUALITIES	Strong analytical skills. Ability to think and act laterally and creatively, Strong computer literacy and knowledge of financial software, office system and financial modeling skills. Commercial awareness, business insight and professional judgment Diligence and attention to detail. Ability to multitask and prioritize. Excellent customer service skills and the ability to form strong relationships with clients Ability to work on own initiatives well as part of a team	
COMMUNICATION	Excellent Presentation Skills developed during B.com & MBA course Excellent verbal and writing skills, also worked for Private business allowed me to enhance my interpersonal skills	

Company	Meezan Bank
Role / Designation	Branch Service Officer
Location	DHA 1 Islamabad
Responsibilities: <ul style="list-style-type: none"> • In charge of Remittance and Clearing of customer's cash and checks. • Responsible for Customer's Account Opening and closing. • Efficient handling and supervise the process of branch's payments / receipt / sorting of local and foreign currency (cash). • Entry of opening cash balance, posting of all receipts and payments. • Work on Cheque book and ATM cards balancing. • Locker operations, balancing and reconciliation with computer system. • Salary disbursement into payroll accounts. • Customer correspondence and customer service. • Inward and outward clearing. • Month-end reporting to State Bank of Pakistan. • Strong knowledge of Islamic finance 	

Company	Askari Bank Ltd.
Role / Designation	Officer Cash Payment & Receipts
Location	Rawalpindi Branch
Responsibilities: <ul style="list-style-type: none"> • Error free execution of all customer/branch based financial (cash receipt and payments) and all other nonfinancial transactions as per delegated authority and SOPs, to ensure accurate processing and optimum level of customer satisfaction. • Implement all processes as per bank's Standard Operating Procedures and agreed KPIs in order to ensure adherence to the policies and maintain branch performance. • Check and monitor the assigned branch operational reports to mitigate operational risk and help with the branch in attaining satisfactory audit rating • Maintain all cash related MIS / Cash Transactions Reporting on a timely basis as per defined policies, for facilitating reporting to the regulatory bodies (SBP) and senior management • Maintain cash in hand and Vault in accordance with State bank's clean note policy and assigned cash-in-safe limits, to avoid regulatory penalties / payment of excess premium and to attain satisfactory audit ratings • Ensure cash balancing are reconciled with cash on hand GL in all currencies to mitigate cash differences. 	

Company	Bank Islami
Role / Designation	Customer Service Officer
Location	Satellite town, Rawalpindi Branch

Responsibilities:

- Responsible to work at the Cash Counter, Remittance, and Clearing Counter of the Branch in accordance with BIPL Policies and Procedures.
- Opening & Closing accounts as per banking policy.
- Greet with respect and provide friendly environment, manage difficult situation politely and communicate professionally.
- Worked in the domain of Account Management, Cash Collection, Transaction Record Management,

Company	Military Hospital – AFIO
Role / Designation	Computer Assistant
Location	Rawalpindi Pakistan
Responsibilities: <ul style="list-style-type: none">• Responding to customer requests and emergencies as needed.• Maintain records and prepare account statements.• Monitoring computer systems for malfunctions and errors.• Performing maintenance and updates on hardware and software systems as needed.• Installing new hardware such as computers, servers, and other peripherals.• Installing and updating software such as MS Office, antivirus, and operating systems.• Troubleshooting and diagnosing technical issues.	

Certificates and Workshops:

- Diploma of General Banking
- AML CPT – Anti Money Laundry – Combating Financial Terrorism