



Muhammad Asif

Retail Banking & Accounts Department

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LINKS

[LinkedIn](#)

01 PROFILE

Experienced Personal Banker with strong mathematical skills and a devotion to customer service. Highly adept in banking transactions, bringing forth a proven track record of client satisfaction. Knowledgeable about credit and loan processes, and committed to continually enhancing my skills and banking expertise. A strong team member with the ability to work independently, as well as within a division.

02 EMPLOYMENT HISTORY

Aug 2021 — Sep 2022

Multan

Branch Manager at The Bank of Punjab Pakistan

- Provided optimal assistance to the General Manager and handled a variety of tasks.
- Continually researched new business opportunities in the market.
- Answered customer queries and concerns to the best of my ability.

Mar 2014 — Jul 2021

Multan

Account Opening Officer at Bank Of Punjab, Pakistan

- Reported all necessary information to the Chief Operating Officer and worked closely with them to achieve and maintain goals.
- Worked to reconcile financial discrepancies by analyzing account information.
- Managed front-end and back-end development in the company's Portfolio Analyst, Employee Track, and Account Management systems.
- Booked conference rooms for meetings and sent out meeting itineraries.
- Prepared accurate reports for filing.
- Researched, interpreted, and advised the company regarding compliance with laws and regulations.
- Greeted and assisted all visitors with a pleasant and helpful attitude.
- Addressed customer inquiries via email and in-person, ensuring quick and quality responses.
- Provided support to staff regarding professional and personal issues.
- Collaborated with the head of HR to meet and exceed all initiatives.

Jan 2012 — Mar 2013

Multan

Accounts Officer at Qadir Ghee Industries Pvt LTD, Pakistan

- Prepared payroll and direct deposit accounts.
- Processed accounts payable and accounts receivable.
- Managed various social accounts to maintain brand awareness.
- Managed multiple accounts at once, and won Leadership Awards two years in a row.
- Managed all client billing and accounts.
- Managed client budgets, billing, and accounts.
- Worked to constantly acquire new accounts.
- Upheld the highest standards of honesty and integrity.
- Worked to reconcile financial discrepancies by analyzing account information.

Feb 2011 — Feb 2012

Sheikhupura

Admin Assistant at Al Bario Enginreeng Pvt Ltd, Pakistan

- Worked to alleviate executive overload by handling all customer interactions for company including walk-ins, email, phone, and fax interactions.
- Served as a direct assistant to Production Supervisor, supporting all aspects of production and office management.
- Remained flexible, adaptable, and punctual.
- Provided support to staff regarding professional and personal issues.
- Collaborated with the head of HR to meet and exceed all initiatives.

03 EDUCATION

Feb 2009 — Feb 2011

Multān

Bahauddin Zakariya University, Multan, Pakistan

Bachelor in Economics

Sep 2006 — Nov 2008

Multan

Govt Commerce College Multan Pakistan

D.Com

Apr 2004 — Aug 2006

Multan

Govt High School Multan Pakistan

Matric

04 SKILLS

Teamwork

● ● ● ● ●

Microsoft PowerPoint

● ● ● ● ●

Communication

● ● ● ● ●

Microsoft Excel

● ● ● ● ●

Fast Learner

● ● ● ● ●

Microsoft Office

● ● ● ● ●

Customer Service

● ● ● ● ●

Ability to Work in a Team

● ● ● ● ●

Ability to Work Under Pressure

● ● ● ● ●

Effective Time Management

● ● ● ● ●

Communication Skills

● ● ● ● ●

Computer Skills

● ● ● ● ●

05 HOBBIES

Computer Work

Apr 2023 — Jun 2023
Dubai

Visit Visa

Passport No: FH1881252
Passport Validity: Sep,2026

07 LANGUAGES

English Urdu

08 COURSES

Feb 2017 — Apr 2017

AML & KYC at Bank of Pakistan

09 REFERENCES