

# CURRICULUM VITAE



## MUHAMMAD SOHAIL TARIQ

### SUMMARY

- Having Five years' Experience in Banking industry in Pakistan
- Credit Card & Personal Loan processing
- Cash Handling & Cash processing, Deposit Mobilization and account Opening experience.
- Excellent written and verbal communication skills
- Good computer skills with solid experience in MS Office
- Demonstrated success in maintaining composure and effectiveness in the face of competing and complex demands.

### WORK EXPERIENCE



#### NRSP Microfinance Bank Limited.

As a Senior Customer Service Officer - ( 3 0 - April-2018 to 4-Mar-2022)

##### Responsibilities:

- Responsible for inward and outward clearing as per approved banking policies and procedures.
- Internal Audit Activities.
- Monitor the bank accounts, reconcile the bank statements.
- Responsible for the monitoring and controlling of all operational activities in the branch.
- Responsible for safe keeping and issuance of security stationery in dual control with CSO.
- Credit Cases, Cheque Book & ATM, Account Opening and Cash handling.

#### Bank Alfalah Limited Pakistan

As a Relationship Officer ( March 2022 to Nov 2022)

##### Responsibilities:

- Increase credit card customers.
- Engage and educate customers on product usage
- Convey brand information to customers and respond to questions/inquiries that arise
- Responsible for daily/monthly sales targets
- Bargain customer pricing contracts with third party providers.
- Update and manage contact database with accurate profiles, notes, and relevant information.

### PERSONAL

VISA STATUS  
Employment Visa



Address  
AL-QASMIA  
Sharjah  
UAE

Phone number  
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Email  
[SohailTariq2062@gmail.com](mailto:SohailTariq2062@gmail.com)

Date of birth  
04-08-1994

Passport No:  
FC7969381

Gender  
Male

Marital status  
SINGLE

### LANGUAGES

English ★★★★★

Urdu ★★★★★

### INTERESTS

- Sports
- Reading Books
- Music



## EDUCATION AND QUALIFICATIONS



- 2015 - 2017 **Masters in Information Technology (MIT)**  
Lahore Leads University Lahore, Pakistan.
- 2013 - 2015 **BSC- Mathematics and Computer Science**  
Government College University Faisalabad, Pakistan
- 2011 - 2013 **D.COM - Diploma In Commerce**  
Punjab Board of Technical Education Lahore.



## SKILLS

Microsoft Office ★ ★ ★ ★ ★ ★  
Customer Handling ★ ★ ★ ★ ★ ★  
Risk identification ★ ★ ★ ★ ★ ★



## DECLARATION

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge.

**MUHAMMAD SOHAIL TARIQ**

**PLACE: UAE**