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### Career objective

To bring value to the organization by providing professional services of the highest standard being strategic partner of top management team.

### Professional experience

<b>Organization:</b>	<b>Habib Bank Limited Pakistan 2018 Till Now</b>
<b>Grade:</b>	<b>Assistant Manager II</b>

Designations	Responsibilities
<b><u>Officer Centralized Operations</u></b>	<ul style="list-style-type: none"> <li>Receiving and processing account opening documents of customer as per bank policy</li> <li>Communication with branches and higher management via emails and phone calls.</li> <li>Resolving Customer queries. improving customer satisfaction.</li> <li>Preparing effective MIS for higher management for decision making of department.</li> <li>Providing suggestions and feedback for process improvement of the department.</li> </ul>
<b><u>Manager Teller services</u></b>	<ul style="list-style-type: none"> <li>Processing all foreign remittance transactions of customer in timely manner.</li> <li>Receipt and payments of foreign currency at cash counter from customer.</li> <li>Cash Receipts, Payments, Utility bills receipts, Cash Sorting and ATM Replenishment...</li> <li>Custodian of vault keys, ATM keys and security stationery of bank.</li> </ul>

<b>Organization</b>	<b>United Bank Limited Pakistan (2012 to 2018)</b>
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Designations	Responsibilities
<b><u>Operation Manager (Officiating)</u></b>	<ul style="list-style-type: none"> <li>Oversee all operations functions of branch, implementations of internal control, Ensuring customer satisfaction with best services.</li> </ul>
<b><u>Chief Teller Hub Branch</u></b>	<ul style="list-style-type: none"> <li>Supervisor of cash transactions, ATM, foreign remittance transactions, and foreign currency.</li> </ul>
<b><u>Supervisor Cash House</u></b>	<ul style="list-style-type: none"> <li>Cash receipts and payments of more than 100 branches, dealing with central bank.</li> <li>Dealing with cash sorting companies and cash transit companies.</li> </ul>
<b><u>CSO</u></b>	<ul style="list-style-type: none"> <li>All customer services including Account Opening, Handling cheque books, Atm cards, foreign currency.</li> </ul>
<b><u>Cash Officer (3<sup>rd</sup> party)</u></b>	<ul style="list-style-type: none"> <li>Cash receipts, payments, Issuance of Pay Orders, collection of utility bills, cash sorting and balancing.</li> </ul>

### Internship/Trainings

- 6 Week internship at Millat Tractors Pvt Limited in finance department, Training sessions of FATCA & CRS, AML/CFT

### Key competencies and skills

- Interacting with colleagues on a professional level, Active team member, self-motivated, problem solver, Able to accurately use modern day technological software and possessing a friendly, approachable and reliable nature.

### Academic Qualifications

Sr.	Certification / Degree	Institution / University	Specialization	Marks/CGPA	Year
1	B.Com (Hons) (4 years graduation)	Punjab University (Hailey College Of Commerce)	Finance	3.71	2006-2010
2	I.Com	Board of Intermediate and Secondary Education Lahore	Commerce	74%	2004-2006
3	Matric	Board of Intermediate and Secondary Education Lahore	Science	62%	2002-2004

### Computer skills

Outlook, Symbols (oracle based banking system), MS Office, Spark(Banking system)