

## Abdul Hameed Chohan

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0553722198



### Objective

- To maximize my skills and training as a Bank Collection Officer in well- organized organization to help the organization reach its objectives.



بنك دبي الإسلامي  
Dubai Islamic Bank

### Professional Experience

#### **Bank Loan Officer**

August 2019 – 2021

Dubai Islamic Bank, Sukkur.

#### **Responsibilities:**

#### **Key Functions:**

- Managed rehabilitation of delinquent.
- Evaluated and suggested enhancements to improve current work flow. Authorized to analyses individual performance.
- Bank Collection Officer Dubai Islamic Bank, PK,
- Followed up on delinquent customers. Managed Collection Reports and handled calls. Drafted confirmation letters for employers.
- Handled sending standard letters un-contactable customers. Formulated progress report and analysed collection MIS



شركة الوقت للكهرباء والمقاولات ذ.م.م.

**Electrical Store In charge**

2017 to 2019

#### **Responsibilities:**

- 1.Reviews Stock/inventory reports and uses specialized knowledge of goods to estimate needs and order appropriate quantities.
- 3.Compares information on requisitions, invoices, and shipping notices to material received or issued to verify accuracy of order.
- 4.Compiles and maintains inventory of materials received, stocked and issued. Receiving the material (AADC) Store FOR 2Year's.



**NADRA**  
PAKISTAN

## **Deputy Assistant Director**

[NADRA](#)

April 2002 To 2012

### **Sindh Pakistan**

- Supervising the day to day activities including housekeeping, staff welfare, asset maintenance, purchase, courier, stationery, vendors, office security, office warehouse and other basic requirements.
- Implementing and managing processes, policies and systems; scheduling and conducting process / facility audits to determine non-compliances to the policies defined, while promptly recommending corrective / preventive actions.
- Managing and ensuring CDC (Card Distribution In charge ) and Solving the complains Candidate of Application.
- Handling procurement through identification of cost-effective vendors/suppliers for procurement with an aim of reducing cost while improving quality & reliability.

### **Personal Details**

Father's Name: Ameer Bux Chohan

Nationlity: Pakistani

Date Of Birth: 20-December-1978

Passport No: G466626

### **Formal Education**

M.A (Islamic Culture)

B.A (Arts)

### **Computer Skill's**

Analytics, Social media, Microsoft, Spreed Sheets, Emails  
Communication

### **Opreating Sysmtems**

Window 7, 8, 10, 11