

SHARIQ AHMED SIDDIQUI

OBJECTIVE

Seeking for an opportunity in Management and Operations, I would like to broaden my horizon with putting my knowledge into practice with a dynamic environment that induces the enhancement of my professional skills and provide significant growth opportunities.

EDUCATION

Ilma University (Formerly Institute of Business Technology)

Master of Business Administration (Accounting & Finance)
2016-2023

Dadabhoy Institute Of Higher Education

Bachelor of Commerce B.Com (2 years)
2012-2014

Govt. Gulshan Science and commerce College

Intermediate
2010-2012

Cambridge Public School

Matriculation
2008-2010

EXPERIENCE

Bank Alhabib Ltd (7th March 2021 till to Date) As Officer Branch Operations (SO Grade 2)

- Process account opening individual, Sole proprietor, Partnership, Pvt Ltd and Public Ltd etc.
- Process ITRS on month end closing.
- Report to month end reporting to senior management.
- Maintaining all remittance files and keep records
- Process inward outward remittances
- Process account opening individual, Sole proprietor, Partnership, Pvt Ltd and Public Ltd etc.

Meezan bank Ltd (16th Jan 2019 Till 6th March 2021) As Officer Branch Operations (SO Grade 2)

- Received cheques for outward clearing from customer and process the cheque for outward clearing
- Process cheque and send for clearing in the Nift
- Received outward return cheques from Nift and debit the customer account immediately
- Balancing of all GL suspense accounts are balance at the end of day which related to clearing
- Po / DD issuance
- Maintaining all remittance files and keep records
- Process inward outward remittances

Dubai Islamic Bank (8th Oct 2018 till 15th Jan 2019) As a Universal Teller

- Process cheque and send for clearing in the Nift
- Received outward return cheques from Nift and debit the customer account immediately
- Received inward clearing cheques from Nift and debited customer account and sort out the return cheques



About Me



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Naif, Deira Dubai, United Arab Emirates.

Father's Name: Haroon Rasheed Siddiqui
Date of Birth: June, 13th 1993
Marital Status: Married
Religion: Islam
Nationality: Pakistani
CNIC: 42201-2571593-7
Passport: FX5465932

LANGUAGE

- English
- Urdu

EXPERTISE

- Customer Service,
- General Math Skills,
- Verbal communication,
- Integrity,
- Selling to Customer Needs,
- Financial Skills,
- Knowledge of Financial Software, Documentation Skills.

REFERENCES

To be furnished upon request

Habib Metropolitan Bank (4th December 2015 till 7th October 2018)

As a Universal Teller

- Provides account services to customers by receiving deposits and payments; cashing checks; issuing savings withdrawals and seriesbonds; answering questions in person; referring to other bank services.
- Cross-sells bank products by answering inquiries; informing customers of new services and product promotions; ascertaining customers' needs; directing customers to a branch representative.
- Completes special requests by closing accounts; taking orders for checks; exchanging foreign currencies; providing special statements, copies, and referrals; completing safe-deposit box procedures.
- Reconciles cash drawer by proving cash transactions; counting and packaging currency and coins.
- Complies with bank operations and security procedures by participating in all dual-control functions; maintaining customer traffic surveys; auditing other tellers' currency; assisting in certification of proof.
- Maintains customer confidence and protects bank operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed..

Avari Tower Hotel, Karachi (5 Star Hotel)

9th March 2014 Till 28th Oct 2015

As a Customer Service Agent

- Reviewing all the arrivals and departures and long staying guest status and balances.
- Assigning guest rooms according to their reservations and request.
- Liaison with credit dept regarding ledger bills.
- Checking all the new arrivals for same day and ensuring that the room allocation is up to the requirement.
- Supervising front desk operations and ensuring practices and carried out as per policies, procedures, standards and satisfaction of guest need.
- Working in co-ordinations with sales, banquet, IT & Account

Sheraton/Movenpick Hotel, Karachi (5 Star Hotel)

19th March 2013 Till 8th March 2014

As a Customer Service Agent

- Supervising front desk operations and ensuring practices and carried out as per policies, procedures, standards and satisfaction of guest need.
- Over all responsible for front desk operations, Brand standards and Star text audit
- Select and block rooms for VIP guests.
- Constantly review the expected arrivals by using OPERA for the day to identify wrong bookings and possible no-shows in order to maximize room utilization.
- Ensure payment acceptance; check balance, paid outs and credit policies of the hotel are rigidly followed in order to minimize uncollectible bills.