



# AMIR FARAZ

## CONTACT

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📍 Villa # 20, Near kabeer masjid bin so  
ughat mall Rashidiya centrpoint Dub  
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## PERSONAL DETAILS

Date of Birth : 13/04/1994

Marital Status : Single

## SKILLS

Microsoft Office

80%

Team work

100%

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

### Customer services officer/Cash officer

08 June 2021 -

Meezan Bank Limited

Sep 2023

Worked on TEMINOS T24 Core banking Software

- Cash Management.
- Head Cashier (Open and close cash).
- welcome customers and solve thier quires.
- Deal Foreign Currencies.
- Day end Reporting.
- Handling Cash Payments and receipts.
- Key custodian of Safe Vault
- ATM Balancing
- cash Feed In ATM
- Head of cash department.
- Meezan money express

### Customer services officer

01 Jan 2020 -

Khushhali Microfinance bank limited

08 June 2021

Worked on TEMINOS T24 Corebanking Software

- Account opening and Maintain accounts enquires
- Cheque book and ATM card issuance and stock handling.
- Dealing of Intercity clearing,local clearing and special clearing etc.
- Customer KYC analyst and Updation date to date in bank record.
- Customer Due diligence
- RTGS (Real Time Gross settlement) Dealing
- BC/CDR/TDR/DD issues and stock handling
- All other banking operation matters and authorized also for Duel authorization
- under banking Four eye principal

### Credit Analyst/Leasing officer

01 Apr 2018 -

Khushhali Microfinance bank limited

31 Dec 2019

- Manage branch rental paymets and leasing contract.
- Manage stationary from vendors.
- Conduct market research analysis
- Handle all the correspondences between landlords and tenants.

- Provide support services whenever the team encounters challenges
- Renegotiate and streamline existing contracts by reducing costs and increasing branch exposure
- Track branch renewal and prepare the related requirements

**Cash officer**

31 Nov 2017 -

Khushhali Microfinance bank limited

30 Mar 2018

Worked on TEMINOS T24 Core banking Software

- Cash Management policy
  - Handling Cash Payments and receipts.
  - Key custodian of Safe Vault
  - ATM Balancing
  - cash Feed In ATM
  - Head of cash department.
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**EDUCATION****BBA HONRS**

UNIVERSITY OF ENGINEERING AND TECHNOLOGY

LAHORE

**Intermediate**

Board of Secondary Education Multan

**Matriculation**

Board of Secondary Education Bahwalpur

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**INTERESTS**

Traveling

Badminton

Current affairs

Cricket

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**PERSONAL QUALITIES**

- Strong analytical and people management skills
  - Excellent verbal and personal communication skills
  - Accuracy and Attention to details
  - Passion for constant improvement
  - Excellent organization and prioritization skills
  - Ability to handle pressure and meet deadlines.
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**CERTIFICATE/ INTERNSHIP****Bank Alfalah Limited**

I have been completed my Two (2) Months internship at Bank Alfalah.  
Learning key points as follows.

Manuals about Account opening, Trade, Credits, Banking financial transactions, ATM card, Cheque book, Digital banking, Green banking, Branchless

Banking channels and all other banks daily branch operation.

- Very proper mechanism of Quiz conduction and presentation for personal grooming and Confidence building.

### **Meezan Bank Limited**

Complete Islamic Shariah Banking training at Meezan Bank Limited.

Knowledge of Islamic Banking, Riba free banking, Car Ijara, fleet financing etc.

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## **PROFESSIONAL EXPERTISE**

### **Excellent Accounting and Finance compliance**

Core knowledge of Accounts and statics.

Excellent understanding of commerce dealings and major financials.

Proficiency in computer skills like MS office and account application software.

Excellent understanding regarding financial statements e.g (Balance sheet, Income statement, Cashflows etc)

My studies and experience help me out to persuasion of internal Audit and taxation.

Professional spheres of accounting, taxations, banking, finance, and insurance,

strategies, report writing and cost accounting mechanism.

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