

IMRAN ULLAH

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Career Objective / Professional over View:

- ✓ To seek a challenging positions in a professional a dynamic organization with an aim to contribute towards the objectives of the organization and simultaneously develop skill.
- ✓ Ability to adapt quickly to complex corporate environment sand standards.
- ✓ Exploring new frontiers of knowledge, skills and technology that may change the way we live.

Personal Information

Father's Name : Muhammad Ayaz
Date of Birth : 01-08-1992
Pakistani Passport : EN1224843
Religion : Islam
Marital Status : Married
Visa status : Visit valid till 02 Jan 2024

Professional Experience

Organization: Habib Bank Limited (01 Sep 2022 till date)

Designation: Branch Manager

- ✓ Responsible for overall management of the branch activities.
- ✓ Deposit growth, Car Finance, Banc assurance, Personal loan
- ✓ To meet target sand those of t he team as a whole.
- ✓ Monitor team performance.
- ✓ To assist in achieving maximum profitability and growth in accordance with organization plans.
- ✓ Ensure the safety and maintenance of office furniture, equipments and ensure office property is not miss-utilized.

Organization: MCB Bank Limited (27 Dec 2016 to 31 Aug 2022)

Designation: Branch Manager

- ✓ Deposit growth, Car Finance, Banc assurance,
- ✓ House finance, Credit card.
- ✓ To assist in achieving maximum profitability and growth in accordance with organization plans.
- ✓ To meet targets and those of the team as a whole.
- ✓ Monitor team performance.
- ✓ Monitor daily working
- ✓ Ensure the safety and maintenance of office furniture, equipment's and ensures office property is not miss-utilized.

Designation: Teller Services Officer (TSO)

- ✓ To provide high quality customer services while customer transaction related to Cash, foreign remittances, National Prize Bounds, Utility Bills, Fund Transfers, Issuance of PO/DD/BC/CDR, Inward/Outward Clearing & Collection, Stop Payments strictly in accordance with the policies & procedures implemented by BAL SBP.
- ✓ To provide accurate and efficient services to customer within appropriate turnaround time ensuring full compliance with internal controls and procedures.
- ✓ Account opening, dormant activation, Cheque book management, ITRS, RTGS, Monthly Reports, NBP reconciliation, ATM replenishment etc.
- ✓ Security and posting of local Bills, for collections
- ✓ Process of outward bills for collection, recovery of charges, maintaining proper record and follow up of outstanding OBC.
- ✓ Handle customer queries according to policies and procedures.
- ✓ Any other task regarding banking activities assigned by the branch manager.

Designation: Branch Services Officer (BSO)

- ✓ To Process account opening, closing, editing, dormant activation as per SOP Policy.
- ✓ Handle fund transfer, issuance / cancellation of payment order and call deposit receipt as per customer request.
- ✓ To process customer request for checkbook and after completing formalities of account opening.
- ✓ Maintain stock of undelivered Cheque books.
- ✓ Security and posting of local Bills, for collections
- ✓ Process of outward bills for collection, recovery of charges, maintaining proper record and follow up of outstanding OBC.
- ✓ Handle customer queries according to policies and procedures.
- ✓ Any other task regarding banking activities assigned by the branch manager.

Academic Qualification

S. No	Certificate	Session	Board / University
1	BBA(Hons) HRM	2015	Hazara University Mansehra
2	FSC	2010	B.I.S.E. Abbottabad
3	SSC	2008	B.I.S.E. Abbottabad

Abilities

- ✓ Good interpersonal skills to mix with people from various nationalities culture and education background
- ✓ Continually searching for responsibilities.
- ✓ Having both team and leadership qualities.
- ✓ Willing to travel both local and international when ever need.
- ✓ Ability to achieve a variety of tasks and projects.
- ✓ Good enough in doing planning.

Computer Skills

- » **Operating System:** Windows XPs & Windows 7
- » **Office Automation:** MS-Word, MS-Excel, MS- PowerPoint
- » **Presentation:** MS-PowerPoint
- » **T24, Rosetta, Symbol, Mysis:**

Languages

English, Urdu, Pashto (Mother tongue)

Hobbies

Reading, Playing game, Internet surfing

Reference

Can be furnished on request