Sulaiman Raza



Dubai UAE (Home Country Pakistan)

in www.linkedin.com/in/sulaiman-raza-697a3a151

₽ PROFILE

I am a management professional with 05 years of experience. My skills encompass administration, supported by proficiency in banking software and relevant operating tools. I effectively manage Management & Administration, and financial reporting, driven by strong attention to detail and analytical abilities that optimize financial operations, dedicated to continuous improvement and staying current with industry trends, fostering cross-functional teamwork and stakeholder engagement through effective communication and collaboration.

Throughout my career, I've consistently delivered positive change and contributed significantly to financial and management, driving business growth. I've streamlined processes, ensured compliance, and provided valuable insights for organizational success. I'm well-prepared to significantly impact any Financial role, whether project-based or recurring.

EDUCATION

MBA, University Of Peshawar Oct 2018 – Jan 2021 MBA 1.5 Finance Peshawar, Pakistan **BBA Hons,** Igra National University Peshawar Feb 2014 - Oct 2017 **BBA Honors in Finance** Peshawar, Pakistan

F.Sc Computer Science, Islamia College University Peshawar

Computer Science,

Mathematics, Physics...

Sep 2009 – Jul 2011 Peshawar, Pakistan

⊗ SKILLS

Professional: Soft: Other:

Microsoft Office **Banking Softwares**

Excel Mysis Communication T-24 **PowerPoint** Problem-solving

H-plus Word Project management **Project Administration**

Teamwork.

Internet & emailing

PROFESSIONAL EXPERIENCE

Branch Banking Officer, Habib Metropolitan Bank - Sirat

Maintaining & Ensuring compliance, and providing valuable financial insights to support the organization's financial management and decision-making processes.

Account Opening & Branch Operations etc.

Oct 2021 - Nov 2023 Peshawar, Pakistan

Counter Services Officer, Bank Alfalah Limited

Cash Counter Services i.e. Cash Receipts & Payments, Utility Bill Collection, Issuance Of Pay Orders/DD/SDRs, RTGS, Cheque Book And ATM Cards Balancing And Management, Inward & Outward Clearing etc.

Oct 2020 – Sep 2021 Mardan, Pakistan

Cash Officer, Habib Bank Limited

All Cash Counter Service:
Cash receipts & Cash Payments,
Utility Bills Collections,
ATM Replenishment and Monitoring etc...

Jun 2018 – Sep 2020 Charsadda, Pakistan

⊗ LANGUAGES

• English • Urdu • Pushto

¾ REFERENCES

Ahmad Ali, *Branch Operation Manager*, Bank Alfalah Limited +92 345 9068687

Noman Ullah Jan, *Senior Auditor*, Military Accounts Pakistan +92 3425569137