

# Umair Jazab

Banker | Accountant | Cashier



## Summary

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Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth..

## Experience

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### Habib Metropolitan Bank LTD

form [Manager Operations](#)

Nov 2021 – Dec 2023

Leads the implementation of system changes to support new products, ensures system integrity and recommends program changes to more efficiently and effectively support services offered. Resolves operational problems. Interface with other bank departments and branches regarding problems, research, assistance, etc. Ensures timely response and resolution of customer issues. Develops and maintains relationships with industry groups and organizations to keep abreast of changes in federal and state banking regulations and ensures that changes are implemented in a timely fashion. Coordinates and works with Compliance Officer to administer department's functions, ensuring compliance to the organization's policy, legal and government rules and regulations by establishing, monitoring, and maintaining policies and procedures. Responsible for providing necessary training to financial institution personnel on operational and support topics. Works with various department personnel in determining priorities to ensure that processing and reporting needs are met and carried out on a proper and timely basis. Assists management in considerations regarding new services and systems and expansion of existing systems and services as they relate to data processing needs. Answer requests for assistance from branches with routine data entry procedures questions. Monitors the processing of consumer account transactions, maintenance of account records and entry of account data into financial institution departments. Review and recommend updates and changes to policies and procedures utilized in delivery of Customer Service. Perform functions of maintenance and updates as needed to operating system. Create and maintain various Standard Operations Procedure (S.O.P) manuals. Ensures consistent implementation of operations procedures across all branches. Prepare monthly statistical reports as requested by management. Responsible for training, oversight & documentation as related to Operational procedures. Coordinate and prepare for Operations related regulatory exam material. Inform management and Board of Directors as to progress of recommendations and corrections

## Contact

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### Email:

umairjazab@gmail.com

### Phone:

+971566640345

+923036090414

### DOB:

09.04.1990

### Nationality:

Pakistani

### Gender:

Male

### Address:

Currently Living In International City Dubai Permanent Address: Gujrat, Punjab, Pakistan

## Skills

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Cash Handling Expertise

★★★★★

Rapid 10 Key Data Entry

★★★★★

Strong Banking Concept

★★★★★

People Oriented

★★★★★

Excellent Time Management Skills

★★★★★

Positive Attitude

★★★★★

## Language

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as a result of regulatory exams. Develop knowledge of and ensure compliance through job function and responsibilities relating to various federal regulations including Bank Secrecy/Anti-Money Laundering Act, Other duties as assigned..

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### Habib Metropolitan Bank LTD

form [Area Coordinator](#)

Dec 2018 – Nov 2021

Coordinate with Managers and Clients to plan, implement, and monitor project development activities, Assist in recruiting and training staff, Maintain, Complete and Accurate business records...

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### Habib Metropolitan Bank LTD

form [Cash Department Incharge](#)

Jan 2016 – Dec 2018

Supervise daily cash related entries, Monitor and Control the flow of cash, Maintain Cash movement policies, ATM balancing, Locker balancing, Cheque Books balancing, Cash Books balancing, Reconcile previous day transactions ..

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### Habib Metropolitan Bank LTD

form [Branch Banking Officer](#)

Jan 2015 – Jan 2016

Account opening, General Banking and Foreign Remittance.

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### Habib Metropolitan Bank LTD

form [Head Cashier](#)

Nov 2013 – Jan 2015

Receiving and Payment of Cash, Receiving and Payment of Foreign Currency, Cash Balancing, ATM Balancing ..

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### Habib Bank LTD (HBL)

form [Cashier](#)

Nov 2012 – Nov 2013

Receiving and Payment of Cash and FCY, ATM balancing, Cash Books balancing, Collection of Utility Bills ..

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### Sheikh Riaz Ahmed Oil Traders Pvt LTD

form [Accountant](#)

Dec 2010 – Nov 2012

I Have Served 2 Years After Graduation As An Accountant In A Private Firm Named Sheikh Riaz Ahmed Oil Traders. My Job Role Was Maintaining Daily Accounts Receivable And Payable. Income And Expense Balancing. Petty Cash Book And All Other Transactions Pertaining To An Accountant..

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## Education

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### B.Com

form [University Of Gujrat](#)

Jul 2008 – Jun 2010

I Have Completed My Graduation Degree In 1st Division. Major Subjects Were Accounting & Finance. My Degree Is Verified & Attested By U.A.E Embassy .

Urdu

Hindi

Punjabi

English

Arabic

## Reference

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**Reference Will Be  
Provided On Request**

## Hobbies

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Baking/cooking

Cricket

Gym

Running or Jogging

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## D.Com

form [Government College Of Commerce](#)

Jul 2006 – Jun 2008

I Have Completed Intermediate Studies With Major Subjects Of Banking & Finance .

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## Matriculation

form [Government Islamia High School](#)

Jul 2004 – Jun 2006

I Have Completed Matriculation In Science Subjects .

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## Achievement

Achieved Multiple Awards And Promotions During My Job

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## Additional Info

### Driving License

I Have A Valid Pakistani Driving License .