

# Saad Mahmood

## Personal Details

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Father's Name	Asif Mehmood Mirza
Date of Birth	23-05-1991
CNIC #	34604-0417839-1
Domicile	Sialkot (Punjab)
Religion	Islam
Status	Visit Visa



## Professional Qualities:

- Demonstrate the ability to convey thoughts, concepts & ideas effectively to supervisors & subordinates and fully comprehend what they say.
- Consistently maintain sustained energy & determination even in the face of obstacles; understand what needs to be done and stretch self to deliver results effectively.
- Demonstrate the ability to stay on track to achieve personal, team & corporate objectives and take personal responsibility for their achievement.
- Evaluate, select & act on various methods and strategies for solving problems and meeting objectives before being asked or required to do so.
- Willingly cooperate and work collaboratively towards solutions that generally benefit all involved parties and accomplish group objectives.

## Eaperience:

### BANK AL HABIB

- Joined Bank al Habib as on 06.06.2018 and covered the following as OG-I, also promoted to manager Operations and continuing my duties as OM till 26-12-2023.
- Account opening and allied formalities.
- Dormant account activation.
- Inward/Outward Clearing.
- Issuance of ATM/CHEQUE books.
- General entries Transfer entries.
- Issuance of DD/PO(Online transactions).
- Daily Reporting to Area office/assignment related.
- Audit rectifications.
- Auto Financing.
- SBP Part II, modernization, Renewable energy.

## THE BANK OF PUNJAB

- Joined **BOP** as on 22.06.2015 as cash officer and got experience in following areas.
- Handling of cash receipts & payments.
- Management of excess / shortage cash with main branch through Head Office Account.
- Cash sorting as per SBP directives.
- Utility bills collection their remittances to main collection accounts.
- Preparation of monthly, quarterly, half yearly and annual statements pertaining to cash as per SBP directives.
- Account Opening & allied formalities.
- Cash feeding & maintenance of branch ATM machine.
- Cheque Books Issuance.
- Management of required funds from Head Office & its remittance.
- Cash manager at BOP Paris Road branch (main branch).
- Posting of salaries of Govt Departments.
- Audit rectifications and follow up of strict compliance.
- Remittances and other general entries, transfer entries.
- Customer's service and supervision of Cash department.

## Academic Qualification

- **MS.c Economics (2012-2014)**  
**Institution:** University of Gujrat (Gujrat)
- **B.COM (2009 — 2011)**  
**Institution:** Govt Islamia Degree College Sambrial
- **FSC (2007 — 2009)**  
**Institution:** Govt Islamia Degree College Sambrial
- **Matric (2005-2007)**  
**Institution:** Govt Muslim Awami High School Sambrial

## Computer Skills:

- MS office
- Internet

## Other Certificates

Have completed IBP 1<sup>st</sup> stage in first attempt in 2023.

## Language:

- Urdu, English, Punjabi, Hindi

## Reference:

Available upon request