



ABDUL BASIT MAQSOOD



Contact:

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 Al Nahda Sharjah UAE

Objective

Seeking a challenging career position in a professional performance oriented organization, where I can utilize my skills and experiences to increase the efficiency and effectiveness of organization. I am target-oriented and looking forward for a job in a reputed organization to acquire professional growth. I am able to work on my own initiatives and also enjoy working as a part of an efficient team in a fast-paced changing environment where the people believe in common vision & teamwork.

Employment Overview

Employer	Designation	Period
Meezan Bank Limited	Senior Officer II	27 th March, 2020 to 22 nd June, 2023
Faysal Bank Limited	Branch Services Officer	6 th September 2017 to 23 rd March, 2020
Bank Alfalah	Counter Services Officer	8 th May 2016 to 5 th September 2017.
Summit Bank Limited	Universal Teller	6 th January 2014 to 6 th may 2016
ChenOne Stores LTD.	Accounts Officer	11 th February 2011 to 31 st December 2013.
Chenab Limited.	Internship	21 st July 2010 to 20 th September 2010.

Senior Officer II

Meezan Bank Limited Faisalabad Pakistan

27th March, 2020 to 22nd June, 2023

Job Duties & Responsibilities:

- Acts as Chief Custodian of the Cash Vault and its contents.
- Assists customers with daily cash inquiries. Identify promising sales opportunities that will assist the bank in meeting its objectives.
- Monitors and ensures maintenance and control of the CIV level within approved benchmark
- Formulates monitoring systems and internal control measures in the cash management subject to the existing policies, guidelines and procedures.
- Handles and maintains the monitoring of the office supplies and accountable forms inventory; review all issued supply and accountable forms (certificates of time deposits, passbooks, checkbooks, etc.) against the monitoring documentation and the GL balances for counter-verification of the CSO.
- Managing, supervising, handling and ensuring error free day-to-day branch operational functions related to areas of Cash, GL, Suspense Accounts, Term Deposits, Lockers, ATM, Security Stationary, General Services, Communications, Security, Financial & Trade services.
- Review of all critical system & GL reports. Joint custodian of vault and safes including numbered stationery.
- Responsibilities include issuance of Pay orders, LCY and FCY Demand Drafts
- Overrides withdrawals and encashment transactions of the Branch Service Associate within authorized limits
- Performs the branch daily callback of window transactions of the Branch Service Associate (if theres any).
- Regular holder of dial combination of both cash vault door and cash safe.
- Regular holder of main door keys and vault grill doors.

- Reviews and verifies signatures of encashment, withdrawals, debit authorities, etc.
- Checks and verifies register of all outward checks prepared by the BSA and balancing the same
- Supervises Branch Service Associates and reviews accomplishments &/or workloads;
- Authorized verifier of all document transactions of the bank/branch;
- Monitors maturing accounts and prepares checks for settlement accounts.

Branch Services Officer

Faysal Bank Limited Faisalabad Pakistan

6th September 2017 - 23rd March, 2020

Job Duties & Responsibilities:

- Managed and monitored the cash management system in adherence to the central banks regulation. Ensure that all transactions are processed with zero error.
- Scrutiny and supervision of account opening documents.
- Manage branch's insurance/ takaful limits. Maintenance and upkeep of all branch Fixed Assets. Monitoring of branch security activities including DVR, guards, and CCTV cameras.
- Manage all branch customer services and quality assurance queries and timely closure of all customers' complaint.
- Managing, supervising, handling and ensuring error free day-to-day branch operational functions related to areas of Cash, GL, Suspense Accounts, Term Deposits, Lockers, ATM, Security Stationary, General Services, Communications, Security, Financial & Trade services.
- Review of all critical system & GL reports. Joint custodian of vault and safes including numbered stationery.
- Responsibilities include issuance of Pay orders, LCY and FCY Demand Drafts

Counter Services Officer

Bank Alfalah, Faisalabad, Pakistan.

8th May 2016 - 5th September 2017

Job Duties & Responsibilities:

- Vault opening/closing, handling all cash related MIS of corporate and consumer banking, Cash positions, Handling with central bank.
- Handling of all customers' check books, ATM debit cards queries relat
- Account opening of all visiting customers.
- Supervision of ATM, including daily reconciliation and cash replenishment
- Issuance and encashment of all govt. securities.
- Processing and reconciliation of all merchant checks on data entry.
- Preparation of all financial proofs and all month end MIS's ..

Universal Teller

Summit Bank Limited Faisalabad, Pakistan

06th January 2014 – 6th May 2016

Job Duties & Responsibilities:

- Trained in commercial banking. Main responsibilities includes handling of all cash related receipts and payments, vault balancing, ATM deposits it's balancing & replenishment of all Onsite/Offsite ATM machines.
- Processing of all inward and outward Clearing /Collections check items.
- Issuance and encashment of AMEX TRAVELLERS CHEQUES. Payment on Visa/Master cards on POS machine and Handling of all Utility Bills.
- Processing of all corporate banking cash transactions.

Accounts Officer

ChenOne Stores LTD. Faisalabad Pakistan.

11th February 2011- 31st December 2013

Job Duties & Responsibilities:

- Analyzed financial statements, receipts and payments with banks.
- Prepared the daily MIS activity.
- Processing of employees salaries in HR portal software.
- Monthly audit of all documents and receipts.
- Preparation of bank reconciliation statements on daily and monthly basis.
- Cash receipts handling and payments to vendors.
- Biweekly audit of all documents and receipts

Trainings with Banks

Various interactive courses attended within bank as bank's internal policy to educate its employees in accordance with central bank regulations and mandatory compliance. The major courses attended are:

- Handling Difficult Customers
- Service with smile
- Smart leadership
- Know your customer (KYC)
- AML/Terrorist financing
- Universal Teller Program

Education

Bachelor of Commerce (B.Com)

University of Punjab, Lahore-Pakistan

August 2010

Intermediate in Commerce (I.Com)

Board of Intermediate & Secondary Education, Faisalabad-Pakistan.

August 2008

Matric in Science

Board of Intermediate & Secondary Education, Faisalabad-Pakistan.

August 2006

Personal Information

- Father's Name: Maqsood ul Hassan
- Date of Birth: 08 May 1990
- CNIC #: 33102-9960464-9
- Passport #: AQ0314642
- Visa Status: Visit Visa
- Marital Status: Married

Skills

- Good interpersonal & communication skills
- Capable to work with commitment and dedication
- Ability to work under tight schedules
- Good level of professional Integrity
- Good level of motivation and talent
- Good proficiency with MS Office
- Creative problem solving skills
- Good selling and services skills

References

Will be provided on demand.