

ALI RAZA

- S/O Muhammad Amjad
- Gender: Male
- Citizenship : Pakistan
- Date of Birth : 10 April, 1993
- CNIC No. : 34603-1970203-9
- Passport No. LW9892031



Contact

E-mail :

alirazaskt93@gmail.com

Cell: 00923034375310

Ph:00923227474212

Address

GPO, Street No.4, Muhammad Pura, Sialkot, Pakistan.

Profile

- Objective** To achieve a career oriented position in the field of Organizations and Banks which could best utilize my educational background and to contribute in an esteemed organization that offers the opportunity to utilize my capabilities.

Education

2011 - 2015 Bachelor in Business Administration (BBA Hons.)

Major: Finance

University of Gujrat, Pakistan.

2009 - 2011 Intermediate in Commerce (I.COM)

Punjab College Of Commerce Sialkot, Pakistan.

2007 - 2009 Matriculation (Science)

City Public High School Jail Road Sialkot, Pakistan.

ACHIEVEMENTS /CERTIFICATES

- Certificate for Practical training at MCB Learning & Development center Lahore.
- Laptop through Punjab Youth scheme on merit from Punjab Chief Minister Muhammad Shehbaz Sharif in 2011.

Experience



MUSLIM COMMERCIAL BANK (JAN. 2019 to till date.)

- Currently working in **MCB Bank** as **GENERAL BANKING OFFICER (OG-2)**.
- Performed the duties of General Banking Officer (GBO) at the entire satisfaction of management in General banking field.
- Handling Clearing Inward and Outward.
- Transfer of Funds.
- Remittances (Home Remittances, Pay Order or Banker Cheques).
- Account Opening & All Related Queries.
- Cheque book Issuance.
- ATM Issuance.
- Reactivation of Dorment Account.
- Major responsibilities are to facilitate all sorts of customer's requests and complaints regarding General Banking.



Meezan Bank
The Premier Islamic Bank

MEEZAN BANK LIMITED (AUG. 2016 to DEC.2018)

- **2.5 Year** working in **MEEZAN Bank** as **BRANCH SERVICE OFFICER**.
- To Process Account Opening, Closing, Editing, Dormant activation/deactivation as per SOP.
- To process Customer's request for cheque books and after completing formalities of account opening.
- Maintain stock of undelivered cheque books and followup with customer.
- Destruction of undelivered cheque books and at account closure as per SOP.
- Marking and unmarking stop payments on customer's request.
- Issuance of Term Deposits to account holders after completing all the formalities.
- Preparation of clearing returns and returns memos.
- Handle customer /other bank branches queries regarding Clearing cheques.
- Transfer of Funds.
- Remittances (Home Remittances, Pay Order or Banker Cheques).



NATIONAL BANK OF PAKISTAN

- 6 week Internship Training at **National Bank Of Pakistan**

Computer Skills

- Temenos (T-24)
- Core Banking System(CBS)
- Windows & Edit Functions
- MS Office

Activities and Interests

Hobbies Reading, Writing, Hicking, Exercise.

Interests Telcommunication Industry, Banking, Research, Participation In Managing Projects.

Interpersonal Skills

- Young , Energetic , Punctual , Hardworking Professional And Devoted .
- Good Communication Skills.
- Can Easily Adjust In Different Working Environment.
- Very Devoted For The Task Been Given.
- Very Innovative To The Job.
- Having A Strong Understanding With Safety , Environment And Their Control In The Field.
- As Well As Occupation.

Languages

- Urdu
- English
- Punjabi

Reference

Will be available on demand.