

CURRICULUM VITÆ

HAFIZ MUHAMMAD ARBI



ADDRESS:

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OBJECTIVE:

- To seek challenging career oriented position through multinational/national organization/companies where I get my professional abilities and skills improved.
- I wish to work, learn and contribute stimulating environment of any excellent organization/company according to my experience qualification and capabilities.

KEY SKILLS:

- Punctual and Reliable.
- Having keen interest in physical and mental challenges.

EDUCATION:

<u>Year</u>	<u>DEGREE</u>	<u>Institute</u>
2016	M.COM (Master of commerce)	The Islamia University Bahawalpur
2013	B.COM (Bachelor of commerce)	The Islamia University Bahawalpur
2011	FSC (Faculty of science)	B.I.S.E Bahawalpur
2009	Matriculation (Science)	B.I.S.E Bahawalpur

ADNIM & ACCOUNTS IN

ALL WATANIA PRECAST LLC: (26-Nov-23 TO TILL DATE)

- Responsible of administrative and accounts related functions.
- Coordination by emails with concerned group managers and vendors etc.
- Attend complaints and discuss with related officers.
- Managing payrolls, attendance and overtime of the company employees.
- Make Tax invoices, delivery notes and LPOs.
- Maintain company account statement with payments to vendors and also receiving's amount.
- Monitor repairing of instruments, purchasing, selling and fuel payments of company vehicles and generators.
- Following up on overdue payments and managing collections.

EXPERIENCE:

- Customer Services Officer (OG-III) in NRSP Microfinance Bank Limited (25-02-2016 to 24-11-2017)
- Customer Services Representative (OG-III) in United bank limited from (27-11-2017 to 02-08-2021)
- Region auditing officer in Dawat-e-Islami (01-08-2021 to 7-04-2022)

JOB DESCRIPTION IN BANKS:

- Processing of Account Opening according to the SBP guidelines.
- Issuance of term deposits to account holders.
- Dealing with Clearing of banking Instruments as per SOP.
- Preparation of clearing return and return memos.
- Handling of local & FCY inward & outward remittances, transfer of funds, issuance/cancellation of payment orders/ demand drafts as per customers request in accordance with statutory guidelines of SOP & SBP.
- Properly maintain department's documents.
- Efficiently handling customer queries regarding account opening, remittances ADC
- Post all type of recoveries in Flex Cube
- Maintain cash management system according SBP regulations
- Ensure compliance of all regulations, rules, policies, SOPs of SBP & NRSP Bank
- Follow superior ethical practices in dealing with clients & stakeholders
- Working as an auditing officer in Dawat e Islami
- Prepare bank Reconciliation statement
- Prepare reports of audit results
- Follow up on post-audit activities

TRAINING:

- CBS (Symbol), Oracle Flex Cube, Sysman Solutions
- Branch banking and management skills
- Deposit & insurance mobilization
- Compliance of clean desk Policy
- Management of Work
- Attitude towards Branch staff and customers

OTHER SKILLS:

- Know how about computer hardware/software and Microsoft office.
- Have good typing speed.
- Self-motivated
- Determinant in all situations
- Good decision making skills

LANGUAGE:

- English = Fluent
- Urdu = Native
- Punjabi = Native

REFERENCE:

- Will be furnished on demand