**

***Address:***

*H#5,St#33,Pakistan Town Phase-I Islamabad.*

***Telephone:***

***Cell#***

***+923075556688***

***WHATSAPP#****:*

*+923345493393,*

***Email:***

[*umairawang@gmail.com*](mailto:umairawang@gmail.com)

***Nationality:***

*Pakistani*

***Languages:***

***Urdu:*** *Native*

*Language*

***English****: Excellent*

***Other Skills:***

*Impressive in problem solving.*

***Interests:***

*Web surfing, Social media interactions, Sports, Travel.*

**C**URRICULUM **V**ITAE **M**UHAMMAD **U**MAIR **A**WAN

Masters in Statistics with Experience in Banking Operations & other Organizational Fields

**CAREER OBJECTIVES**

Being into core banking operations from above 4.5 years with a multinational organization named as BankIslami Pakistan Limited, I have gathered potential knowledge in different areas of banking operations such as Account opening and maintenance, Cheque clearing, Transactions processing, Foreign Remittances like FTT,ITRS making, Vouchers managing and Locker Custodian Services.

In a lookout for challenging and rewarding opportunity in organization wherein I could get more exposure on my career and i can utilize my skills and knowledge which will contributes towards organizations growth.

**EDUCATION**

**2009–2011 Arid Agriculture University Rawalpindi**

**Master’s degree in Statistics**

**- Grades: 3.30 CGPA out of 4.00 (1st Div.)**

**2007–2009 Punjab University Lahore**

**Bachelor’s degree in Science**

**- Grades: 480 marks out of 800 (1st Div.)**

**2002–2004 F.G Post Graduate College for Men H-8 Islamabad**

**HSSC Certificate in Science**

**- Grades: 578 marks out of 1100 (2nd Div.)**

**2000–2002 Islamabad Model College for Boys F-7/3 Islamabad**

**SSC Certificate in Science**

**- Grades:493 marks out of 850 (2nd Div.)**

**PROFESSIONAL EXPERIENCE**

**Dec 2013- BankIslami pakistan Limited Islamabad**

**Customer Services Executive(Assistant Operation Manager)**

As a CSE my JD's are to supervise all the banking transactions posted by CSO and to look after all the monthly soft reporting. To making all the reports like MIS , Sbp code list, ITRS, etc.

**Customer Service Officer(Jan2015-Mar2018)**

**Trainee Customer Service Officer(from Dec 2013-Dec2014)**

- **Cash Operations:**

I start my career as a Trainee Customer Service Officer in which I learned cash operations in all aspects. To manage Cash on Counter and to sort the Cash Properly for ATM usage and for payments to customer at cash counter, To handle cash in all aspects at counter.

**- Account Opening & Maintenance:**

* To ensure all required documents are available prior to opening accounts.
* To open the accounts in system as per SOP of Account opening.
* To ensure a secure and strong relation with customer using my account opening skills.
* To ensure that if any standing instructions are given by the customer, they have to be fulfilled.

**- Transaction Processing:**

* Process transactions like PO making, PO balancing, Stop Payments, CDR issuing, Cheque Book & Atm Balancing as per policy, Issuing bank statements, Account maintenance certificates.
* Process Transactions like doing FTT, FC conversions, foreign remittances, ITRS making etc.

**- Clearing Processing:**

* To process outward clearing, same day clearing, Intercity clearing, OBC etc on day to day basis.

**Dec 2012 - Federal Bureau of Statistics Islamabad Internee through National Internship Program (Period of 1-year)**

* I assist the Statistical Officers of CPI (Consumer price index), WPI (Wholesale price index), SPI (Sensitive price Index) for the making of Monthly, Quarterly and Weekly reports of Price Section of FBS Islamabad.
* I assist the Statistical Officer (Admin) in handling of Administrative staff related matters of Price Section of FBS Islamabad.
* I also handle all the file works and maintain the records of Price section through manually and electronically.

**Aug 2010- The “EDUCATORS” KSS Campus Rawalpindi**

**Admin Officer**

-To manage all the Administrative matters of the school like to handle the staff related matters, to manage and allot the prescribed job duties to all the staff members, to also perform the duties of Personnel Assistant of the Principal of the School. (From Aug 2010–Dec 2012).

**TECHNICAL SKILLS**

* **Diploma in Office Automation & Operating System**

- Proficient in Excel, Word, PowerPoint, Access.

- Handle software Problems and others Computer Handling Problems.

* **Expertise in Internet Utilities**
* **Statistical Software**

**-** Expertise in all Statistical Software’s like SPSS, MINITAB, MSTAT-C, SAS,TSP.

* **Computer Languages**

- C++ Language, R Language.

**PERSONAL**

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| --- | --- |
| **Father’s Name** | MUHAMMAD HUSSAIN MALIK |
| **Home Address** | House # 5, St # 33, Pakistan town phase-I , Islamabad |
| **Marital Status** | Married |
| **Domicile /PRC** | Punjab |
| **Nationality** | Pakistani |
| **CNIC** | 61101-0882881-5 |
| **D.O.B** | 18-10-1987 |