**MUHAMMAD NAEEM TAHIR**

A11/6, Afnan Duplex Houses, Block-3, Kamran Chorangi, Gulistan-e-Johar

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

# EMPLOYMENT

October 2018 - present FINANCE EXECUTIVE – BASE TEN INTERNATIONAL

* Keeping accurate records for all daily transactions.
* Recording Account Payables and Account Receivables.
* Preparing monthly, quarterly and annual financial reports.
* Reconciliation of Bank statements.
* Participating in Financial Audits.
* Tracking Bank deposits and payments.
* Assisting in budget preparations.
* Reviewing and implementing Financial policies.
* Hands on experience in ERP/Computerized accounting.
* Responsible for month end closing to ensure timely reporting.
* Responsible for overall Finance Operations of the company.
* Responsible for managing payroll disbursement and keeping of employee records as per the policy of the company.

2014 - 2018 CASH OFFICER (Band-I) – HABIB BANK LIMITED

Served as Cash Officer in Korangi Industrial Area Branch. Responsible for maintaining daily deposits, withdrawals and Cheques of the Bank.

+ Preparation of all cash related statements required by SBP and Head Office.

+ Cash receipt Payment/Sorting/Posting/Utility bills collection/Cross branch transaction.

+ Posting of all Inward and Outward clearing cheques.

+ Liaison with NIFT.

+ Preparation of Drafts, Pay orders etc.

+ Balance the cash at the end of the day.

+ Assist in achieving the goals/targets of the branch.

+ Ensuring minimum waiting time for customers while doing cash transactions.

+ Use of Cash book and MYSIS.

+ Manage concerns and queries of customers efficiently and promptly.

+ ATM cash replenishment, claims handling and reconciliation with GL to balance the account.

+ To make sure Branch is in Limit according to the SBP policies.

+ All other Operation related work assigned to me.

2011 - 2014 ASST. NETWORK ADMINISTRATOR – LAYTON REHMATULLA BENEVOLLENT TRUST

Served as Assistant Network Administrator and responsible for keeping systems and machines up and running.

* Installation and maintaining networks hardware and software’s.
* Maintain fixed assets register (Manual and Computerized)
* Proper record of addition and deletion of fixed assets.
* Installation and supporting LANS, WANS, Network segments, Internet and Intranet systems.
* Monitor network to ensure security and availability to specific users.
* Evaluate and modify system’s performance.
* Determine network and system requirements.
* Maintain integrity of the network, server deployment and security.

# EDUCATION

2006 – 2009 BACHELOR OF COMMERCE – UNIVERSITY OF KARACHI

2004 – 2006 INTERMEDIATE – HAMDARD COLLEGE

2002 – 2004 MATRICULATION – THE AMERICAN FOUNDATION SCHOOL

# INTERNSHIP

2014 HABIB BANK LIMITED

Successfully completed Summer Internship Program.

2014 MEEZAN BANK LIMITED

Successfully completed Summer Internship Program.

# Personal Info.

FATHER NAME – MUHAMMAD TAHIR MUNAWAR (FCA)

CNIC – 42201-3061668-9

DOB – AUGUST 14, 1988

MARITAL STATUS – SINGLE

NATIONALITY – PAKISTANI

# REFERENCE

Reference can be furnished on request.