

 <b>REHAN RAZA</b>	Address 📍	Residence	Ward # 04, Church Mohalla near Bukhari Dargha Shahbaz road Badin
	Telephone ☎	Residence	92333-2527975
		Mobile	0336-1875816, 0349-3612375
	E-mail ✉	Personal	<a href="mailto:rehan.jafferi110@gmail.com">rehan.jafferi110@gmail.com</a>

## OBJECTIVE

Seeking a challenging managerial position in a dynamic organization with the aim to contribute towards organizational success and to effectively apply my skills in a professionally motivating environment where career growth opportunities exist in a way that positively benefits the organization as well as personal career development.

## EDUCATION

Particulars	Institute	GRADE/CLASS	Year
<b>B.Com (Commerce)</b>	Sindh University	1 <sup>ST</sup> CLASS	2019
<b>H.S.C (Pre-Medical)</b>	BISE Hyderabad	A GRADE	2016
<b>S.S.C (Science)</b>	BISE Hyderabad	A1 GRADE	2014

## Working Experience

1. Worked as a **Branch Operations Manager** from 31<sup>ST</sup> March 2020 to 25 November 2022, *At (U. Microfinance Bank Limited).*

## JOB RESPONSIBILITIES:

- Replying to customer queries regarding Account opening Form.
- Supervise & Handles whole branch administration & cash related works under domain of SBP regulation.
- Account opening/scrutiny of Account Opening Form, receipt of initial deposit, input into the system, generation of Account number.
- To make sure that KYC should be properly filled in.
- Maintain the data of Zakat, Hold mail, dormant accounts and undelivered mails.
- Ensure establishment and maintenance of the strong rapport with the client.
- Deposit mobilization.
- Responsible for issuance ATM Card.
- Responsible for reconciliation of Bank Account.
- Ensuring resolution of compliance observation / audit reports.
- Posting of all vouchers related to different charges and Cheque book series.
- Ensure all operations staff is aware of internal and external regulatory framework and it complied with Monitoring of all outstanding suspense accounts immediate reporting and follow-up of fraud / forgery, litigation and

	<p>AML, KYC, policy deviation with RO/HO.</p> <ul style="list-style-type: none"> <li>• Ensure post sale service to the client.</li> <li>• Handles the cash management system within the branch to take payments from the customers and to make payments to the customers</li> <li>• Cancellation of Cheque and other instruments after proper scrutiny.</li> <li>• Reconcile all cash transactions at the end of the day.</li> <li>• Ensure transactions and activity reports are accurate and complete.</li> <li>• Ensure adherence to all regulatory guidelines while making/receiving payments.</li> </ul>
<b>COMPUTER SKILL ,TRANINGS&amp; LANGUAGE</b>	
	<p>01. CIT Certificate6<sup>th</sup> Months.  02. Ms. Office  03. Browsing applications  04. English.  05. Sindhi.  06. Urdu.</p>
<b>ACHIEVEMENTS AWARDS, &amp; CERTIFICATION</b>	<ul style="list-style-type: none"> <li>• Received the Best CSO Award &amp; Certificate for the year 2021 at Badin Area Level From <u><b>President &amp; CEO U Microfinance Bank Ltd.</b></u></li> </ul>
<b>PERSONAL</b>	
Marital status	Single
Date of birth	3 <sup>rd</sup> August, 1998
Nationality	Pakistani
CNIC #	41101-1842436-1
<b>TRANINGS AT UMBL:</b>	<ul style="list-style-type: none"> <li>• Module-Grooming for Success</li> <li>• Module-Ethics</li> <li>• Module-Orientation</li> <li>• MSME Cash flow</li> <li>• AML/CFT</li> <li>• RTGS</li> <li>• AO/CPU</li> </ul>
<b>REFERENCE:</b>	Will be furnished on request