

## CV OF NUMAN UR RASHEED

**JOB TITLE:** General Banking officer /Accounts Officer

Experience: Total 4.7 years.

**NUMAN-UR-RASHEED**

DoB: 01/06/1991

Currently in: **UAE (Abu Dhabi)**

Mobile #: +971588940675

E-mail: numanrasheed5@gmail.com



### KEY QUALIFICATIONS

#### 1. MBA (Finance & Marketing) - Duration 3.5-Years

University of Central Punjab, Lahore - 2016

### KEY TRAINING

#### 1. SAP - Duration 16-1-2016 to 07-02-2016

University of Central Punjab, Lahore - 2016

### EXPERIENCE SUMMARY

#### 1. Credit In-charge

**Duration: March 2021-Oct.2021**

Job Title	Industry	Duration
Credit In-charge	Banking	7-month
General Banking Officer/Account officer	Banking	2-year
Teller Services Officer	Banking	2.-year

### EXPERIENCE:

Employer Name: Muslim Commercial Bank (MCB) PAKISTAN

#### Responsibilities:

- / Home Loan
- / Commercial Loan
- / Maintaining of Portfolio

Bank for Life

#### 2. General Banking Officer

**Duration: March 2019-Feb 2021**

Employer Name: Muslim Commercial Bank (MCB) PAKISTAN

#### Responsibilities:

/ Receive outward clearing cheques from customers along with duly filled deposit slip from the customer by performing scrutiny of the cheques. Affix relevant stamps and enter the details in the cheques collection register to keep a track of collection schedules. Return the discrepant cheques and prepare check return memos following the set guidelines.

/ Receive and reconcile the number & amounts of inward clearing cheques from NIFT to post debits and credit to the relevant amounts as per the assigned limit. Obtain approval from branch line manager for all transaction above limit.

/ Prepare periodic MIS reports for all relevant personnel to report transection of the branch.

/ RTGS handling for the interbank transactions of the clients, with in TAT. / TBD handling and Foreign remittance handling.

/ Coordinate and ensure reconciliation of entries with other branches within specified timelines. Ensure compliance to operational manual/SBP instructions while making any financial transaction in the branch.

/ Manage general banking functions relating to accounts like issuing cheque book, ATM



Bank  
for  
Life

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custodianship, locker custodianship and account maintenance, customer correspondence to achieve high level customer satisfaction efficiently and accurately.

### 3. Teller Service Officer Duration: March 2017-Feb 2019

Employer name:- Muslim Commercial Bank (MCB) PAKISTAN

#### **Responsibilities :**

- / Monitor cash transaction of customers by monitoring deposits and withdrawal accurately with the guidance of SBP regulations under the supervision of line manager
- / Increase and maintain capability of cash handling by balancing the physical inflow and outflow of debit and credit with the help of vouchers under the supervision of line manager.
- / Carry out physical cash balancing of ATM and other related activities on a daily basis in compliance with the relevant policies/procedures.
- / Regulate and maintain the process of timely posting of transaction in the system under the supervision of line manager.
- / Support line manager to ensure careful compliance of prudential regulations, internal policies & procedures.

### 4. Financial Consultant Internee Duration: June 2015-Aug2015p . FAZAL

Employer Name: - Fazal Paper Mill

#### **Responsibility :**

- / Prepare and present month end financial report to finance manager.
- / Audited practice data and system to identify inefficiencies and potential for cost saving.
- / Review client contracts and interpreted their financial implications and send weekly reports to finance manager.

#### **Software used:**

- > Microsoft Excel, Word, Power point.
- > Symbol.

#### **Languages:**

- English (Good)
- Urdu (Native)

#### **License:**

Motor Car/Motor Bike

## QUALIFICATION

1. MBA (Finance & Marketing) 3.5 Years  
UNIVERSITY OF CENTRAL PUNJAB, LAHORE

2. BCOM-2Years

THE UNIVERSITY OF PUNJAB, LAHORE

3. ICOM-2Years

BISE LAHORE

4. MATRICULATION-2Years, BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, LAHORE, PAKISTAN

## PERSONAL INFORMATION

Contact#+971588940675

Address: (Abu Dhabi) UAE

## CV OF NUMAN UR RASHEED

Date of Birth:01/06/1991 Marital Status: Single

Gender: Male

Nationality: Pakistani

Passport#FU9849352

### **INTERESTS**

Football & National Geographic.

### **REFERENCE**

Will be furnished on demand.