|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Zeshan Babar** | |  | Zeshan.babar7@gmail.com | : | Image result for message Phone Location Calendar Logo png |
| **Internal Audit** | |  | +92 3245151813 | : | Image result for message Phone Location Calendar Logo png |
|  |  |  | Lahore, Pakistan | : | Image result for Location Logo png |
|  |  |  | 19-July-1991 | : | Image result for calendar birth Logo png |
|

I am a graduate with up to 4-year experience in banking in my home country. I want to become a part of the organization where I can perform challenging tasks by utilizing my knowledge supported by my qualification and work for the growth of the organization by meeting short term day to day goals which lead to long term goals.

**Skills & Areas of Expertise:**

|  |  |
| --- | --- |
| * Excellent Communication skills * Focused & Target Oriented Approach * Ability to Produce Results * Proclivity to Work in Team & Manage Workload Efficiently. | * Ability to Use Positive Language * Taking Responsibility. * Computer Applications * Self-Control * Taking Responsibility |

**Work Experience**

|  |  |
| --- | --- |
| **Organization :** | **JS Bank Ltd** |
| Organization Type : | Bank |
| Designation : | **Audit Officer** |
| Tenure : | Nov 2017 to till date |
| Location : | Lahore, Pakistan |
| Area(s) of Experience : | Internal Audit |
| Reporting to : | Regional Audit Head |
| Brief Job Description : | * Conducting risk-based audit of branches and departments as assigned by line manager. * Preparation of audit working file including gathering of audit evidences as required. * Discuss Audit observations with Auditee. * Preparation of draft audit report for issuance to management for response. * Carry out special assignment as when required. * Preparation of final audit report including executive summary and risk rating of audited units and areas |

|  |  |
| --- | --- |
| **Organization :** | **Askari Bank Ltd** |
| Organization Type : | Bank |
| Designation : | **Cash Officer** |
| Tenure : | Jun 2015 to Nov 2017 |
| Location : | Lahore, Pakistan |
| Area(s) of Experience : | Operation Department |
| Reporting to : | Branch Operation Manager |
| Brief Job Description : | * ATM * Supervision of cash department * Lockers management * Cheque book management * Foreign remittances * Pay order issuance * SBP Matters * Monthly reconciliation required by HO. |

|  |  |
| --- | --- |
| **Organization :** | **Faysal Bank Ltd** |
| Organization Type : | Bank |
| Designation : | **Branch Service Officer** |
| Tenure : | Sep 2014 to Jun 2015 |
| Location : | Lahore, Pakistan |
| Area(s) of Experience : | Operation Department |
| Reporting to : | Branch Operation Manager |
| Brief Job Description : | * Cash receipt and payments * Issuance of CDR * Inward and Outward clearing * Remittance * Funds transfer processing * Receipts of utility bills. |

**Professional Certification & Academic Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.** | **Degree** | Institution / University | **Specialization / Major** | **Passing Year** | |
| 1 | B.Com | Punjab University | Commerce | | 2012 |
| 2 | F.A | BISE Lahore | Commerce | | 2010 |
| 3 | SSC | BISE Lahore | Science | | 2008 |

**Computer Skills and Other Abilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Skills & Abilities** | **Proficiency Level** | **Last Used / Practiced** |
| 1 | MS Office Applications | Above Average | Currently Using |
| 3 | Temenos | Above Average | Currently Using |

**Professional Development**

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Workshops / Seminars** |  |
| 1 | Training on preventing bank frauds & forgeries |  |
| 2 | Workshop on ethics & code of conduct |  |

**References**

Reference will be furnished on demand