

MUHAMMAD SALMAN SIDDIQI

Manager Analytics - Resource Mobilization Department

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To gain valuable experience and seek a challenging position with an aim to add value and meet the organization's expectations by enhancing ethical and competency standards in client services while constantly availing opportunities to learn, excel and grow.



PROFESSIONAL EXPERIENCE

THE CITIZEN FOUNDATION

Manager Analytics - Resource Mobilization Department (Aug 2017 to Present)

- Preparation of Daily, Monthly & Yearly reporting, including the submission of periodic performance of each Business Segments & Global Chapters.
- Tracking and analysis of Monthly and Annual Fund-Raising targets of each Business Segment & Global Chapters to be achieved.
- Initiation and development of an elaborate Dashboard for Daily, Monthly & Yearly donation detail including product wise comparison against set Target & Variance with the previous year.
- Provide oversight and consolidation of donations received via multiple Business Segments & Global Chapters.
- Conduct donation reconciliation & analysis using MS Power BI and MS Excel to identifying triggers for deepening.
- Follow and execute the donor strategic and Fund-Raising plan implementation alongwith existing donor practices, procedures and policies.
- Assist in development and implementation of Resource Mobilization Strategy, coupled with different seasonal campaigns for Fund-Raising.
- Ensure smooth functioning of donation collection from all channels / products and recognizing donors within pre-defined TAT.
- Design donation products for multiple demographics and ranges.
- Special Assignment: Initiating and execution of Process re-engineering of CRM System for collection and recording of all Donations. Further, the Integration of CRM with GP system for the effective and efficient budget alignment for the entire organization.

NIB BANK LIMITED

Product Manager - Cash Management - Corporate and Investment Banking Group (May 2014 to Jul 2017) 3 Years & 2 Months

- Ensure all products, processes and delivery meets the compliance requirements of the country.
- Research and analyze design proposals, specifications, and other data to evaluate the feasibility, cost, and maintenance requirements of designs or applications Product launch
- Management of the product's Profit & Loss and entire product line life cycle from conception to end of life.
- Strong Analytical skills, with ability to understand MIS and apply in forecasting and Product P&L Management.
- Develop a strategic plan to become dominant player in the market.
- Build comprehensive Customer Value Proposition for each product as per customer needs in each segment. Understand market dynamics and maintain/improve quality of products & services to ensure new sales growth and customer loyalty.
- Training to the branches/operations/ sales for new product launches.
- Daily, weekly and Yearly MIS(s) of Cash Management Portfolio & Presentation.

Finance - Assistant Manager Fixed Asset

(Feb 2013 to May 2014) 1 Year & 3 Months

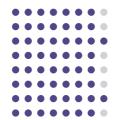
- · Preparation of Capital work in progress, Retention money and Other liabilities schedule monitoring of various projects budget and payments against its budgeted
- G/L proofing Advance Against Surety, Inter-creditor expense account and Proceed account & Other provision (Liability), Provision Assets.
- Conducting Pan Pakistan Physical Verification of Fixed Assets with the collaboration Internal Auditors
- Assist in maintenance of insurance cover for Fixed assets with Operations department.
- Preparation of Monthly reporting, Product budgets and Schedule of Fixed Asset.
- Supervising Payment vouchers related to Fixed Asset. Addition/deletion entries of F.A in FA module of OFSA.
- Coordinating with Internal and External auditor if any query arises

PROFESSIONAL SKILLS

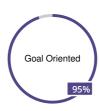


PERSONAL SKILLS

Customer Relations Strategy Develpoment Product Design **Business Plans** Lead Generation Market Research Data Analysis









EDUCATION

Communication

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

(Sep 2014 to Present)

UNIVERSITY OF KARACHI

Accounting & Finance

Masters in Economics & Finance

(Jun 2010 to Jun 2012)

UNIVERSITY OF KARACHI

Bachelors of Commerce

(Jun 2006 to Jun 2008)

ACHIEVEMENTS

NIB CONNECT

Launch Core Bank Application of Corporate Internet Banking under the directory guidance/supervision of Senior Management.

STRATEGIC ALLIANCE

Received an award strategic alliance between NIB & NTL (NADRA).

PERSONAL



LANGUAGES



Nationality

Pakistan



D.O.B 1988/06/11



Marital Status Married



Driving License Yes



English (UK)

Professional Working Proficiency



Urdu

Native or Bilingual Proficiency

ACTIVITIES & INTERESTS



Gym



Driving



Travelling



Motor Bike



Web Surfing



Swimming