

# MUHAMMAD NOUMAN SABIR

Chartered Banker/Accounting & Finance Analyst

I was committed in **B.Com (Hons)** professional with comprehensive business/technical skills set, and quite good in business process automation/management. Proficient problem-solver who envisions business and technical perspectives to develop workable solutions. Customer-focused performer who is committed for quality in every task, - either it's personal interaction with coworkers or high level of service provision to company/customer and creates project deliverables in a timely manner.

Seeking a challenging position, where I can utilize my lasting experience, multi-dimensional skills, dedication and potential for business and career growth.



Dependent Visa



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## Work Experience

- ✓ Currently working as Assistant Accounts & Finance Manager in Digitillize Web LTD from 20<sup>th</sup> Sep 2023 (Apprenticeship).

**Manage and Process** invoices and expense claims.

**Ensuring** timely and accurate payment runs.

**Reconcile** bank statements regularly to ensure accuracy and identify any discrepancies.

**Assist** with external audit requests to ensure smooth completion of the annual audit.

**Completion** of post sales ledger and purchase ledger invoices in MS Excell through Pivot table, Multiple filters and data validation tools in order to post most accurate data in system.

**Analyze** sales data to identify opportunities for cost-saving measures.

- ✓ Extensive Ten & Half Years Banking Experience at **MCB BANK LTD (Pakistan)** from 15-Apr-2013 to 29-Aug-2023.

Three Years vast experience at **MCB Bank LTD** in General Branch Operations as a **Branch Operation Manager (Officiating)**.

Three Years vast experience at **MCB Bank LTD** in **General Advances** and worked as **Credit Manager**, complete Grip on preparing Credit proposals, managing credit portfolio and assessing risk the associate with

Lastly worked as **Business Analyst** in Mandi Bahauddin Region of **MCB Bank LTD** from last four and half years. Managed the business affairs of 28 branches working under my jurisdiction, monitoring & tracking the business growth of all branch manager and advise them further strategies to boost up the Branch business.

## Technical Skills

Having good Managerial, Accounting, Financial, and Marketing Skills especially in Cost Reduction, Project Management, GAAP, IAS Rules & Regulations.

Having Strong Microsoft Office Skills, especially in MS Excell, (worked in Data Validation, Pivot tables, Power pivot, VLOOKUP, Graphical presentation of numbers through charts in last 5 years)

## Education

2013 – 2014 [ISQ - Institute of Bankers Pakistan]  
JAIBP - Stage 1 (Passed)

2008 – 2012 [University of Sargodha] Pakistan  
B.COM (Hons) (Specialization in Accounting & Finance)  
CGPA 3.09 out of 4.00

## R & D Work Experience

- ✓ Conduct research on the "IMPACT OF TECHNOLOGY ON THE SERVICE DELIVERY IN BANKING SECTOR" in a group.
- ✓ I conduct my personal research on "THE INFLUENCE OF CELEBRITY ENDORSEMENT ON CUSTOMER'S PURCHASE INTENTION' IN FASHION PRODUCTS A PAKISTAN MARKET OVERVIEW.