



## Syed Muhammad Asim

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Address: House:RB-534 Block B Saima Arabian Villas Karachi.

Place of Domicile:Karachi

### **OBJECTIVE:**

To achieve a challenging position in a dynamic organization which offers well-planned career growth opportunities and provides a competing yet encouraging environment for employees to make significant contributions towards its success.

### **EDUCATION:**

Junior Associate ship of IBP (JAIBP)	In process	Stage 1 complete	 Institute of Bankers Pakistan
Master in Economics and Finance (MEF)	2014-2015	First Divison	 Karachi University
Graduation (B.Com)	2011-2012	59%	 Karachi University
Intermediate (Pre-Engineering)	2009-2010	50%	 Board Of Intermediate Education
Matriculation (Computer Science)	2007-2008	79%	 Board of Secondary Education

### **COMPUTER SKILLS:**

- Computerized Banking (Benazir Bhutto Shaheed YDP).
- Peach Tree.
- M/S Office.
- Internet.

### **CERTIFICATES:**

- Universal Teller certificate from Habib Metro.
- Computerized Banking Certificate from Benazir Bhutto Shaheed YDP.

### **AWARDS:**

- First Position in Trainee Teller Batch II of Habib Metro.
- First Position in Computerized Banking Certificate (Benazir Bhutto Shaheed YDP).

## **WORKING EXPERIENCE:**



Meezan Bank **Meezan Bank (Sep 2018 To Up-to-date)**  
**Branch Service officer (OPS)**

### **Responsibilities:**

- Assist Manager operation in various tasks (NAB, FIA and Other HO related Enquiries)
- Handling foreign inward & outward remittances
- Handling local inward & outward remittances,
- Issuance/ cancellation of PO/DD & CDR
- Handling ITRS related reporting
- Handling Account Opening, Dormant Activation related functions.
- Process all kinds of Foreign remittances (Western Union, RIA)
- Calculate Branch Deposit Position as per the requirement of Head Office
- Handing ATM Card, Cheque book, Web issuance process as per bank manual.



**Habib Metropolitan Bank (Oct 2014 To Sep 2018)**  
**Universal Teller**

### **Responsibilities:**

- Handing Branch cash transaction include Foreign currency.
- Maintain cash register as per State Bank of Pakistan requirement.
- Process after Verify all kinds of negotiable instrument.
- Handling Inward and outward Branch clearing process.
- Handing ATM Card, Cheque book, Web issuance process as per bank manual.
- Handing ATM Machine and POS.
- Issue Pay order, Demand Draft.
- Calculate Branch Deposit Position as per the requirement of Head Office.
- Handing New account opening Document.



**Wateen Telecom (Feb 2013- To Feb-2014)**  
**Customer Relation Officer.**

### **Responsibilities:**

- Sales and Services
- Retain and Recovery
- Maintain customer Base
- Maintain daily visit report

## **PERSONAL INFORMATION:**

- NIC: 42101-3563410-1
- Date of Birth: 2nd November 1990
- Father's name: Syed Muhammad Irfan
- Languages: English and Urdu
- Marital Status: Single
- Nationality: Pakistani
- Hobbies: Reading, Body building

- **References:**

References will be furnished if desired.