



Syed Muhammad Asim






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Address: House:RB-534 Block B Saima Arabian Villas 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 (Sep 2018 To Up-to-date)
Branch Service officer (OPS)

Responsibilities:

- Assist Manager operation in various tasks (NAB, FIA and Other HO related Enquires)
- 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 function.
- Process all kind of Foreign remittances (Western Union, RIA)
- Calculate Branch Deposit Position as per the requirement of Head Office
- Handling ATM Card, Cheque book, Web issuance process as per bank manual.



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

Responsibilities:

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