



# M-SAEED AKHTAR *(Branch Operation Manager)*

Service-focused professional and friendly team player with outstanding customer services. Excellent at juggling multiple tasks and work well under pressure. Flexible, hardworking, and willingness to learn with the drive to succeed. Seeking a role to utilize my skills, abilities, and experiences while giving the opportunity to expand my knowledge and understanding in my career growth and advancement.

📍 Sharjah-UAE

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## WORK EXPERIENCE

### Bank Islami Pakistan Limited. Branch Operation Manager.

2017 – Present

Joined Bank Islami Pakistan as an operation manager and during my stay here i proved abilities to perform independently and worked with people in different levels.

#### My Job responsibilities are below,

- 1-Excellent supervision & control in overall working of cash handlings, account opening, remittances, term deposit, locker maintenance, bills for collections, and insured 100% adherence to the banks internal & external rules & regulation.
- 2-Exercise effective controls in general banking activities for achieve Institution goals.
- 3-Internal and SBP audit compliance.
- 4- SBP monthly and half yearly reporting.
- 5-Branch expenses monitoring.
- 6-AML Measures / EDD.
- 7-Service quality implementation.
- 8-Panality free operation.
- 9-Reconciliation of daily & monthly journal & ledgers.
- 10-Deposit mobilization and good rating in Car financing.

### Apna Microfinance Bank Limited Branch Operation Manager.

2015 – 2017

Included as above stated additional responsibilities are performed as below,

- 1-Implimentation of regulatory (SBP) requirements regarding disbursement of different kinds of short & long terms Loans/Financing.
- 2-Complete file processing of all kinds of short terms loans.
- 3-Process of gold valuation from gold Smith.

### Summit Bank Limited. Chief Teller / Head Cashier.

2008 – 2015

Joined Summit Bank Limited as an Universal Teller, after 2 years promoted to Chief Teller / Head Cashier with great hard work in different areas of operations as above.

During my stay here i proved abilities to perform independently and worked with peoples in different levels.



## ACADEMIC BACKGROUND

**2005** – Bachelor of Commerce.

University of Punjab Lahore  
838/1500

**2002** – Intermédiate in Commerce

Govt, M.A.O Collage Lahore.  
641/1100

**2000** – Matriculación

BISE Lahore Pakistan  
557/850

## LANGUAGES

English 

Urdu 

## CERTIFICATES

- Top-5 Service Quality Preformar.
- Training Certificate of Islamic Banking.
- Training Certificate Takafull Insuarncce.
- Car Financing & Cross selling certificate.

## HARD SKILL

- Banking Soft Wears  
(IMALL, Hplus, AB1&2, T24, Unibank)  

- Accounting Soft Wear (Peachtree)  

- Microsoft Office.  


## PERSONAL INFORMATION

CNIC #	35202-2691581-5
NATIONALITY	PAKISTANI
MATARIEAL STATUS	MARRIED
DOB	23-03-1980
VISIT VISA VALIDITY	31-03-2023



## WORK EXPERIENCE

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### **United Bank Limited.**

2007 – 2008

**Universal Teller / Cash Officer.**

During my stay here i worked as a Universal Teller / Cash Officer and preformad below duties at cash counter for customer servicies.

**My Job responsibilities are below.**

- 1-Cash deposit / Cash withdraw, Payments / Remittances payments.
- 2-Cash sorting as per policy of regulator (SBP).
- 3-Cash received and paid to main branch and State Bank of Pakistan.
- 4-Replanishment and reconciliation of ATM.
- 5-Handling of inward / outward / OBC / FOBC / Intercity clearing cheques.
- 6-Different kind of account openings.
- 7-Cheque books and ATM cards handlings and reconciliation.
- 8-Balancing of outstand / unpaid pay orders, TDR, security stationery and lockers.
- 9-Expenses managing under monthly budget.

### **Contech International Pvt Ltd.**

2006 – 2007

**Assistent Accounts Officer.**

- 1-Prepration daily treasury reports record of daily expenses and vendor payments.
- 2-Daily basis reconciliation with bank accounts with company books.
- 3-Handling of all kinds of banking transactions which help to finance division.
- 4-Prepration of daily wages and monthly payroll.
- 5-Payment of billsand recording and accounting for receipts and maintenance of record .
- 6 Daily reconciliation of cash and receipt boxes and recording.
- 7.Cash advance to staff & claim and daily entry of receipts cash,debit memos,advances and bank transfer.
- 8-Daily checks and reconciliation of cash boxes and unbanked receipts.
- 9-Maintenance of the payments sequence and finance filing systems.
- 10-Qualification and experience in accounting.
- 11-Resolve customer compilan,guide them and provide relevant information .

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