



UMMAR FAROOQ

Email: Omiomer95@gmail.com

m

Tel: +971558685130/056684745

3

Birth: 25 June, 1994

Address: Al Satwa Dubai
UAE

Skills

- Type writing speed 40wpm
- Time management
- Multitasking work
- Leadership
- Co-operation

Hobbies

- Driving
- Watch movies
- Friends outing
- Motivational Video

Languages

- English
- Urdu

SUMMARY

To make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

EXPERIENCE

1. BANK AL HABIB LTD (Pak)

Operation Officer-OGIII

Joining JAN-2020 TO MAY 2023

- Open Customers Bank Accounts Saving/Current
- Service to Customers Chequebook, ATM
- Preparing Customer Account Statement & maintenance Letter
- Internal /External Audit Compliance & Rectifications
- Daily Cash Replenishment to ATM
- Clearing, Remittance, RTGS, Banker Cheques
- Maintaining accounts payable, ensure timely payment of invoices, confirming validity of the debt and gathering appropriate signatures
- All others Multitasking Works

2. Askari bank limited (Pak)

BDO (business development officer)

Joining date: 13 April 2018 to DEC-2019

- Mobilization Deposit
- Credit Cards
- Consumer Loan
- Personal Loan
- Open new Customers Accounts

EDUCATION

Bachelor of Business Administration (Hons)

University of Gujrat (Pak)

01-08-2013 TO 18-Sep-2017

Specialization: Marketing, Strategic Management, Social Media
Marketing, E-Commerce

CERTIFICATE

- Fair Treatment to Customer Certificate
- Telephonic Ethics in Banking Certificate

