



# AMIR FARAZ

## CONTACT

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📍 Sharjah altwan building Rashid 4 flat  
e 1407

## PERSONAL DETAILS

Date of Birth : 13/04/1994

Marital Status : Single

## SKILLS

MS office

80%

MS Excel

80%

MS power point

80%

Team building

80%

Problem solving

80%

Decision making

80%

Leadership skills and customer  
services.

100%

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

### Branch service/ Accountant

08 June 2021 -

Meezan Bank Limited

Sep 2023

Cash Management policy

. Handling Cash Payments and receipts.

.Cash vouchers,cash reports and handle cash receipts from customers.

.Key custodian of Safe Vault.

• All other banking operations.

.Also work as Chief Cashier in cash department.

Handling Cash in cash counter.

### Cash officer

31 Nov 2017 -

Khushhali Microfinance bank limited

30 Mar 2018

Worked on TEMINOS T24 Core banking Software

.Cash Management policy

. Handling Cash Payments and receipts.

.Key custodian of Safe Vault

.ATM Balancing

.cash Feed In ATM.

### Credit Administration officer

01 Apr 2018 -

Khushhali Microfinance bank limited

31 Dec 2019

Worked on TEMINOS T24 Core banking Software

. Compliance of Loan files.

. Dispersment of All products of Loan files.

### Customer services officer

01 Jan 2020 -

Khushhali Microfinance bank limited

08 June 2021

Worked on TEMINOS T24 Corebanking Software

• Account opening and Maintain accounts enquires

• Cheque book and ATM card issuance and stock handling.

• Dealing of Intercity clearing,local clearing and special clearing etc.

• Customer KYC analyst and Updation date to date in bank record.

• Customer Due diligence

• RTGS (Real Time Gross settlement) Dealing

• BC/CDR/TDR/DD issues and stock handling

- All other banking operation matters and authorized also for Dual authorization under banking Four eye principal
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## EDUCATION

### BBA HONRS

UNIVERSITY OF ENGINEERING AND TECHNOLOGY  
LAHORE

### Intermediate

Board of Secondary Education Multan

### Matriculation

Board of Secondary Education Bahawalpur

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## INTERESTS

Traveling  
Badminton  
Current affairs  
Cricket

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## PERSONAL QUALITIES

- Strong analytical and people management skills
  - Excellent verbal and personal communication skills
  - Accuracy and Attention to details
  - Passion for constant improvement
  - Excellent organization and prioritization skills
  - Ability to handle pressure and meet deadlines.
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## CERTIFICATE/ INTERNSHIP

### Bank Alfalah Limited

I have been completed my Two (2) Months internship at Bank Alfalah. Learning key points as follows.

Manuals about Account opening, Trade, Credits, Banking financial transactions, ATM card, Cheque book, Digital banking, Green banking, Branchless

Banking channels and all other banks daily branch operation.

- Very proper mechanism of Quiz conduction and presentation for personal grooming and Confidence building.

### Meezan Bank Limited

Complete Islamic Shariah Banking training at Meezan Bank Limited.

Knowledge of Islamic Banking,Riba free banking,Car Ijara,fleet financing etc.

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## **PROFESSIONAL EXPERTISE**

### **Excellent Accounting and Finance complaince**

Core knowledge of Accounts and statics.

Excellent understanding of commerce deaings and major financials.

Proficiency in computer skills like MS office and account applicaton software.

Excellent understanding regarding financial statements e.g (Balance sheet, Income

statement, Cashflows etc)

My studies and experience help me out to persuasion of internal Audit and

taxation.

Professional spheres of accounting, taxations ,banking, finance,and insurance,

strategies , report writing and cost accounting mechanism.

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