



SHAOOR JAVED

Assistant Manager / Account Officer / Operation Officer / Cashier

Male

27-01-1993

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+92 315 6827086

Nationality: Pakistani
Cnic No: 36502-3186194-9

House No.07 Near Bus Stand, Harappa
City, Dist, Sahiwal, Punjab, Pakistan

EDUCATION

M.Com (Master of Commerce), BZU, Multan

- 2016

CGPA: 3.11/4.00

B.Com (Bachelor of Commerce), BZU, Multan

- 2013

D.Com (Diploma in Commerce), PBTE, Lahore

- 2011

Matriculation, BISE, Multan

- 2009

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

SKILLS

Leadership & Team Management

Customer Relationship Management (CRM)

Operations Management:

Communication Skills

Financial Acumen:

Time Management

Computer Proficiency:

Ms Office Suite

WORK EXPERIENCE

Assistant Manager, Bank AL-Habib Ltd, Pakistan

08 YEARS - PRESENT

- Supports staff results by communicating job expectations and planning, monitoring, and appraising job results.
- Assists in coaching, counseling, and disciplining employees to ensure a high-performing team.
- Aids in developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Provides exceptional customer service by addressing client inquiries and resolving issues promptly.
- Monitors financial transactions and ensures compliance with banking regulations and standards.
- Well conversant with Account Opening, cheque books issuance, ATM cards other operations, updated knowledge on product and compliance.
- Preparing bank deposits by counting and recording incoming cash deposits into the bank's electronic accounting system.
- Maintaining records of customers' accounts, including deposit.
- Record Keeping, Filing, Auditing of all Operations documents.
- Monthly and weekly balancing and reporting to Head Office, Pre Auditing preparation of all Official Operations Documents.

CERTIFICATION

- Completion of Stage-1 & 2 of Junior Associate of IBP(JAIBP) from The Institute of Bankers Pakistan.
- 3-Months Diploma in Office Management
- 2-Months IELTS Preparation with Spoken English.
- 1-Month OLNET Internet Computer Course.

REFERENCES

Reference available upon request

SHAOOR JAVED

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✉️ shaoor.javaaid@yahoo.com

I am a hard-working and determined professional seeking an opportunity to succeed at your company. With a robust background in banking operations and a current role as an Assistant Manager at Bank AL-Habib Ltd, Pakistan. I am confident in my ability to contribute effectively to your team.

In my current role as Assistant Manager at Bank AL-Habib Ltd, Pakistan, I have honed my skills in leadership, team management, and customer service. I support staff results by communicating job expectations, planning, monitoring, and appraising job results. Additionally, I assist in coaching, counseling, and disciplining employees, ensuring a high-performing and motivated team. My responsibilities also include developing, coordinating, and enforcing systems, policies, procedures, and productivity standards to enhance operational efficiency.

Prior to this, I served as an Operation Officer (Grade 1), where I managed daily banking operations, ensured compliance with regulatory standards, and provided exceptional service to our clients. My experience as an Account Officer further strengthened my financial analysis and client management skills. As a Cashier, I developed a keen eye for detail and accuracy, handling transactions efficiently and ensuring customer satisfaction.

Key skills and experiences that I bring to the table include:

- **Leadership & Team Management:** Proven ability to lead and develop high-performing teams.
- **Analytical Skills:** Expertise in analyzing financial data and providing actionable insights.
- **Customer Service:** Commitment to delivering exceptional service and resolving client issues promptly.
- **Operational Efficiency:** Experience in optimizing processes and enforcing policies for improved productivity.
- **Financial Acumen:** In-depth knowledge of banking operations and financial products.

I am excited about the opportunity to bring my expertise in banking operations and customer service to your company. I am confident that my background and skills make me a strong fit for this position, and I am eager to contribute to your esteemed organization.

Thank you for considering my application. I look forward to the possibility of discussing how my experience and skills align with the needs of your team. Please find my resume attached for your review. I am available at your earliest convenience for an interview.

Sincerely,

SHAOOR JAVED