



Mirza Junaid Baig  
*baigjunaid27@gmail.com*  
House # 70, Gharibabad  
Opposite Old Numaish Road,  
**Mirpurkhas**  
0333- 3396340 (cell)

### Objective

To obtain a position dynamic environment / organization where I use my knowledge and experience

### Work Experience

#### Current and previous job profile;

1. **MCB ISLAMIC BANK LTD.**

**Current Position:- “Branch Operation Manager” in Mirpurkhas Since Feb, 2024.**

#### **Responsibilities:**

- Monitoring of branch operations by checking of daily vouchers, General Ledger reports and other system related reports regularly.
- Resolve all pending / continuous Audit issues with faithful compliance.
- Perform ATM replenishment activity with cashier, FLM activity, ATM health check & maintain ATM lobby as per SBP requirement & reconcile Inter Branch Transactions and ATM claim entries settlement.
- In order to comply with Money Laundering Regulation, monitor any suspicious activities in customer account.
- Managing the smooth operations of the branch in compliance with banking regulations / policies and procedures with a view to minimize the operational risk & maximize the profitability by ensuring the provision of quality service support in terms of product processing and service deliveries.

2. **BANKISLAMI LTD.**

- 1 &  $\frac{3}{4}$  years worked in Bankislami Ltd as Branch Operation Manager from July 2022 to Feb 2024

3. **MCBISLAMIC BANK LTD.**

- 02) years worked in MCB Islamic Bank Ltd as Branch Operation Manager from Feb 2020 to July 2022.

4. **UBL BANK LTD.**

- 02) years worked in United Bank Ltd as Branch Operation Manager from May 2018 to Feb 2020.

5. **MCB BANK LTD & NIB BANK LTD. MIRPURKHAS BRANCH**

- (06) years worked in NIB Bank & MCB Bank Ltd as Teller Service Supervisor from October 2012 to April 2018.

7. **CANTONMENT BOARD FAISAL.**

- Five (05) years worked in Cantonment Board Faisal Karachi as Assistant Accountant / Computer Operator.

8. **CANTONMENT BOARD MALIR.**

- Two (2) years worked in Cantonment Board Malir Karachi as Computer Operator in Administration & Account Branch.

**Profile**

- Born 27<sup>th</sup> March, 1986.
- M.A Economics.
- Bachelor of Commerce.
- Four (4) months Network Administrator Course.
- One (1) year Diploma in Information Technology or Telecommunication.
- Eight (8) weeks Customer Service Training.
- Intermediate of Science.
- Matriculation.

**Computer Literacy**

- MS Office.
- Internet.
- Networking.

**Interest and Activities**

- Reading Books, debates on general topics, playing cricket

**Written & Spoken Language Proficiency**

- English.
- Urdu.
- Sindhi.