



# Muhammad Farman

**Nationality:** Pakistani **Date of birth:** 20/09/1991 **Gender:** Male

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Hyderabad Thall (Pakistan)

## ABOUT ME

Organized, dedicated and ambitious budding professional with excellent attention to detail and thirst for learning. Interesting in working closely with experienced professionals and contribute to success of dynamic organization.

## WORK EXPERIENCE

### Assistant Branch Operation

**Zarai Taraqiyati Bank Limited, Hyderabad Thal** [ 01/01/2020 – Current ]

City: Hyderabad Thal | Country: Pakistan

- Expertise in office management like cash handling, customer services and documentation.
- Email handling like office management updating information with CAD and zonal office.
- Worked on demand draft and other services to customer on requirement of subject.
- Worked on accounts opening and details of customer like saving and current accounts for daily life purposes.
- Worked on accounts ledger maintenance like account ledger, cash ledger for details and accuracy.
- Worked on legal litigation unit services (LLU).

### Bank foreign exchange cashier

**Zarai Taraqiyati Bank Limited, Hyderabad Thal** [ 01/12/2014 – 31/12/2019 ]

City: Hyderabad Thal | Country: Pakistan

- Worked on cash handling in bank and ATM management.
- Worked as store operation of bank documents.
- Worked as security and loss prevention head in office.
- Worked on accuracy and attention of cash in bank.
- Provided good customer services in office.

## EDUCATION AND TRAINING

### Bachelor of Commerce

**University of Sargodha** [ 01/08/2009 – 03/08/2012 ]

City: Sargodha | Country: Pakistan | Website: <https://su.edu.pk>

### D.COM (Intermediate)

**Commerce College Mankera District Bhakkar, Punjab, Pakistan** [ 28/08/2007 – 01/08/2009 ]

City: Mankera | Country: Pakistan

### SSC (Matric)

**Govt High School Mahni Hyderabad Thal Tehsil Mankera District Bhakkar** [ 01/08/2006 – 04/08/2007 ]

City: Hyderabad Thall | Country: Pakistan

## COMMUNICATION AND INTERPERSONAL SKILLS

### Digital Skills

Microsoft Office

- Worked on CBAS (Centralized Branch Automation System)
- Worked on CDMS (Centralized Deposit Management System)
- Worked on SDMS (Security Documents Management System)
- Worked on ICRMS (Internal Credit Risk Management System)
- Worked on BMVS (Biometric Verification System)
- Word and excel
- Power Point
- Outlook

Written and Verbal Skills

Organizational Skills

Good Teams Leading Skills

Leadership Skills

Organizational (Organized number of events,trainings and Course)

Language Skills

English,Urdu,Saraiki

CREATIVE WORKS

- First Aid (Basic Life Support (BLS)
- PLS CAT Career Counseling and Technical Workshop Session
- Cooking Skills

Hobbies and Interest

Book Reading  
Painting and Sketching  
Gardening

RECOMMENDATIONS

Name: **Muhammad Shahid** | Manager ZTBL Hyderabad

- I have know them for several years.
- He is good in customer service skills, ensuring customer satisfaction, adopting and flexibility in handling multiple task
- I strongly recommend his for applied post.

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