



Imran Akhtar

Accounts & Banking Professional

✉ imran_mughal_98@yahoo.com

☎ +92 321 4729 834

📍 Bahria Town, Lahore, Pakistan.

🌐 imranakhtar98

SUMMARY

Accounts and Banking Management Professional with almost 8 years of experience in Branch Banking Operations as well as Consumer Banking Operations and more than a year experience as Assistant Manager in Accounts & Finance Department. Now seeking career opportunities in Banking and Accounts field within a high-profile organization that values loyalty and growth.

EXPERIENCE

Assistant Manager Accounts & Finance

Bahria Town Private Limited (March 2022 - July 2023)

- Taking responsibility for the planning and execution of financial duties and projects of a company.
- Preparing financial statements, reports, and forecast for the business to ensure financial stability.
- Managing the risks involved in the financial activities of the business.
- Compute Taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Report to management regarding the finances of establishment.
- Other duties and projects as assigned

Operations Officer (Internal Auditor) & Settlement Incharge

Bank Alfalah (Aug 2018 to Oct 2021)

- To manage and execute the Internal Audit
- Ensure process are well documented & implemented to mitigate fraud risk. To ensure that all activities are being performed as per defined process, procedures and SLA's
- Ensure SBP inspection comments are resolved in time.
- Coordination with stake holders for Resolution of CCAD marked discrepancies within TAT and to escalate pendencies as per process
- To ensure proper reversal of markup, write off, Expense out in system to strengthen the overall controls
- To ensure to implement SBP prudential & Bank policies.

SKILLS

- **MS Office** 
- **Interpersonal Skills** 
- **Team Leadership** 
- **ERP (SAP & Oracle)** 

LANGUAGES

- **English**
- **Urdu**
- **Punjabi**

EDUCATION

- **M.Com** 2016
- **B.Com** 2013
- **Intermediate** 2010
- **Matriculation** 2008

TRAININGS

- Up Your Services by Ron Kauf Man
- AML (Anti Money Laundering)
- KYC (Know Your Customer)
- Misys Equation System
- FATCA (Foreign Account Tax Compliance Act)
- Basic of Islamic Banking Training Program



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Manager Teller Services / C.S Officer / Remittance Officer Habib Bank Ltd (Nov 2014 to Aug 2018)

- Supervisions of counter staff all transactions
- Daily Journal Report Checking
- Cheque Book & ATM & Lockers Supervision
- Accounts Opening and supervisions
- To manage and execute Internal Audit and resolution of Audit Observations timely
- Periodic reviews of Accounts & KYC's (Know Your Customer) update status accordingly.
- Stop payments / liens / Mantas Alert
- Track and generate Suspicious Transactions Report etc.
- Verify customer data to detect and identify Financial Fraud
- Home remittance / Money Transfer
- Inward & Outward Clearing / OBC
- Pay Orders & Demand Drafts

DETAILS

- **Father Name:** M. Kamran Akhtar
- **CNIC No:** 35202-1956319-3
- **Passport No:** MB1343192
- **D. License No:** Le-16-24115
- **Marital Status:** Married
- **Date of Birth:** 31st Oct 1990
- **Religion:** Islam
- **Typing Skills:** 45 WPM
- **Nationality:** Pakistani

ACHIEVEMENTS

- Awarded "**Employee of the Year**" award by HBL Management in 2016
- Awarded "**Certificate of Appreciation**" in 2020 by Bank Alfalah