



Address: Majeed Colony Massan Road Dadu Sindh, Pakistan.

☎ 0315-7074351. Email: mallahmam68@gmail.com

OBJECTIVE:

Seeking a position with company in which to exercise my experience and training as a Bank Operations Manager.

SUMMARY:

Self-motivated professional highly proficient in developing creative solutions and implementing objective decision making. Maintains positive attitude and works hard to build team relationships.

A self-starter, with bags of energy, always leading the team from the front . Nigel has the ability to work independently in an environment of change, challenge, multiple deadlines and priorities. Has extensive experience of Operational matters and is passionate about supporting individuals and businesses to excel. As a high achiever who has a successful record of delivery and exceeding targets, can be relied upon to cut all unnecessary costs and hit all goals set. Outstanding individual, eager to deliver excellence at every opportunity, and right now is looking for a suitable senior managerial position with an exciting company that is looking to employ individuals of the highest calibre.

PERSONAL INFORMATION:

Fathers Name :	Ghulam Rasool
D.O.B :	5 th July 1988
CNIC # :	41201-5400280-7
Domicile :	Dadu
Religion :	Islam
Nationality :	Pakistani
Marital Status :	Married

EXPERIENCE:

Currently working as Operations Manager at Apna Micro Finance Bank Ltd. Dadu Branch Since 03 October 2019.

Worked as Operation Manager at Telenor Micro Finance Bank Ltd. Dadu Branch From 01 March 2018 To 30 September 2019.

28 Months Experience as a Cash Officer at Telenor Micro Finance Bank Ltd. Dadu Branch from 21 October 2015 to 28 February 2018.

One Year Experience as a Customer Service Officer at Telenor Micro Finance Bank Ltd Dadu Branch from 21 October 2014 to 20 October 2015

ACADEMIC QUALIFICATIONS:

Bachelor of Commerce (B.COM) from University of Sindh 2008. (2nd Class)
Intermediate Pre-Medical 2006 “B” Grade from B.I.S.E Hyderabad.
Matriculation Science 2003 “B” Grade from B.I.S.E Hyderabad.

SKILLS & ABILITIES:

- Polite and respectful, Honest, highly motivated person with a positive prospect in life with a strong determination and very hardworking.
- Believes in own ability in day to day situations, to maintain and reconcile the Direct Debit mandates.
- To deal with daily transactions for the Banks and ensure that reconciliation are completed on a daily basis.
- Answer employee' questions, and provide information on procedures or policies.
- Exceptional knowledge of administrative functions
- Skilled to manage staff and administrative functions
- Maintained good working conditions and ensured optimal levels of customer services.
- Ensured all work in compliance to departmental policies and procedures.
- Managed all interaction with customers.
- Performed customer service activities and resolved all customer requests.
- Prepared records of all daily activities.

COMPUTER SKILLS:

Operating system Windows 7, 2000, Windows XP 2006, Micro Soft Office, Adobe Photoshop, Applications and Internet surfing.

LANGUAGES:

English, Urdu, Sindhi.