

MUHAMMAD RIZWAN

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Doha, Qatar

CAREER OBJECTIVE

To add value to the company's overall reputation through my analytical problem-solving skills. I would like to be an effective member of a team-based teamwork environment to manage and apply my experience and knowledge with integrity in carrying out the responsibilities.

EDUCATION

- **Commonwealth Executive Master Of Business Administration (CEMBA)**
Allama Iqbal Open University Pakistan
- **Bachelor Of Computer Science (BCS)**
Allama Iqbal Open University Pakistan

PROFESSIONAL EXPERIENCE

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- **Access Control Officer.**
TEYSEER SECURITY SERVICES QATAR

Conduct regular patrols to monitor premises, identify security risks, and deter unauthorized access. Enforce access control policies, verify credentials & maintain visitor logs. Provide excellent customer service and assist employees and visitors with inquiries and concerns. Document and report security incidents, accidents & violations to appropriate authorities. Participate in ongoing training programs to stay updated on security procedures and best practice

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- **TSO / Operation Officer**
MCB ISLAMIC BANKING LTD PAKISTAN
Monitor and oversee daily banking transactions to ensure accuracy and compliance with policies and regulations. Address customer inquiries, resolve issues, and ensure a high level of customer satisfaction. Identify opportunities to streamline banking operations and implement efficient processes. Collaborate with various departments, such as finance, risk management, Admin, and IT, to facilitate smooth operations and address cross-functional concerns. Train and mentor banking staff on operational procedures and compliance standards.

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- **Head Cashier**
MEEZAN BANK LTD PAKISTAN
Resolving and balancing cash tills at the end of shifts, generating accurate till reports for each register, creating reports for credit and debit sales and accounting for many transactions. Hiring, training & supervising new Cashiers. Managing all check-out functions and checking Cashier money counting tasks. Handling ATM cash & queries

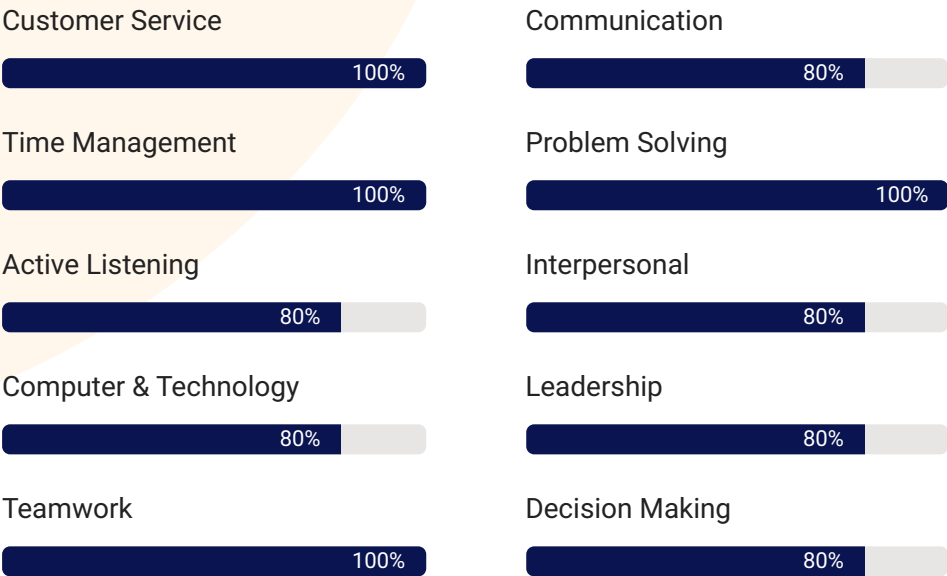
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- **IT Support Engineer**
DUBAI ISLAMIC BANK LTD PAKISTAN
Provide 1st line support. Ensure coordination with local vendors on various issues. Responsible for resolving day-to-day issues regarding voice & data cabling hardware Installation, Repair, and maintenance. User Support & Troubleshooting

IT CERTIFICATIONS

- Microsoft Certified Professional (MCP)
- Cisco Certified Network Associate (CCNA) Training
- IT (Information Technology)
- DCS (Diploma In Computer Science)
- Microsoft Azure Cloud Computing (Online Training) Continue

SKILLS



LANGUAGES

- Urdu: Native Language
- English: Proficient in reading, writing & speaking
- Arabic: Basic speaking, Proficient in reading & writing
- Russian: Basic speaking, Proficient in reading & writing