

MUHAMMAD RIZWAN

PERSONAL DETAIL

Gender: Male

Nationality: Pakistani

Contact No: +92-321-797-4184

EMAIL ID: mrizwanpak@gmail.com

Location: House No P 132/1, St # 5,
Taj Colony, Sargodha Road
Faisalabad, Punjab, Pakistan

EDUCATION

(CEMB) Commonwealth Master of Business
Administration
Allama Iqbal Open University - Islamabad

(BCS) Bachelor of Computer Science
Allama Iqbal Open University - Islamabad

LANGUAGES

Urdu: Native language

English: C1
Advanced

Arabic: B1
Intermediate

Russian: A2
Elementary

PROFESSIONAL SUMMARY

Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set. A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization. Positive and upbeat with strong communication and problem-solving abilities.

WORK HISTORY

Administrative Coordinator
TEYSEER SECURITY SERVICES QATAR

Nov-2018-May-2024

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets Maintain & update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees & clients Update office policies as needed
- Maintain a company calendar and schedule appointments Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations Schedule in-house and external events

Office Coordinator
Securitas LLC. - Dubai, UAE

Aug-2015-Aug-2018

- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Greet and assist visitors when they arrive at the office
- Monitor office expenditures and handle all office contracts (rent, service etc.)
- Perform basic bookkeeping activities and update the accounting system
- Deal with customer complaints or issues
- Monitor office supplies inventory and place orders
- Assist in vendor relationship management

TSO / Operation Officer
MCB ISLAMIC BANKING Faisalabad- Pakistan

June-2013-July-2015

- Responsible for directing, coordinating, supervising the operational and accounting activities of the branch
- Reviewing financial statements prepared by the bank's internal accounting staff to ensure they are accurate.
- Communicating with borrowers to resolve any issues with their loans or to remind them of upcoming payment deadlines.
- Coordinating with other banks and lending institutions to process international wire transfers.
- Contacting potential investors to solicit new business opportunities for the bank

SKILLS

Excels in team leadership

Communication

Customer service

Analytical thinking skills

Problem Solving

Time Management

Active Listening

Cashier /Head Cashier

Oct-2011-June-2013

MEEZAN BANK LTD. Faisalabad- Pakistan

- Providing assistance and required guidance to the team as well as customers.
- Overseeing daily transactions, performing cash reconciliations, and handling account receivables, account payable or other accounting duties as per the bank's policies.
- Greeting customers and responding to their concerns after understanding their issues.
- Ensuring that the cashier team is following accounting principles, safety procedures, and customer service standard.
- Conducting training for the junior cashier on banking policies and other related matters.
- Checking cash in the bank's vault and balancing cash register at the end of shift.
- Reviewing cash accounts on a daily basis

Universal Teller

July-2010 -Oct-2011

UNITED BANK LTD. - Pakistan

- Properly processed deposits, withdrawals and payments for average of 100 customers daily.
- Organized and stocked teller areas to maintain readiness for daily customer flows.
- Performed general teller duties, including handling cash, balancing cash drawers, performing loan payments, issuing cheque and checking account information
- Conducted post-office-related business to sell stamps, accept payments, and prepare money transfers.
- Processed cash deposits and withdrawals for customers.

IT Support Engineer

May-2007 - July-2010

DUBAI ISLAMIC BANK LTD. Faisalabad- Pakistan

- Performed preventative maintenance and remedial repairs on authorized peripheral equipment resulting in 80% reduction in incidents.
- Troubleshoot system and network problems, diagnosing and solving hardware and software faults that resulted in cost savings.
- Managed antivirus server to ensure security and integrity of network data was held to the highest standard.
- Supported various operating systems and server technologies.
- Maximized network availability and performance by monitoring, troubleshooting, resolving outages and scheduling upgrades.
- Secured network systems by establishing and enforcing access control policies.
- Evaluated network performance to optimize traffic flow, maintain security and improve processes

IT CERTIFICATIONS

- **MCP** (-Microsoft Certified Professional)
- **IT** (Information Technology)
- **DCS** (Diploma in Computer Science)
- **Microsoft Azure** Cloud Computing (Online Training) Continue

INTEREST

- Reading
- Cooking
- Gaming
- Internet & Technology