

MUHAMMAD YASEEN

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OBJECTIVE

To work with a dynamic and motivated team of professionals, seeking goals for a professional career and applying strategic and academic knowledge for challenging tasks, leading to the growth and development of organization and career development.

PERSONAL INFORMATION

Name	Muhammad Yaseen
Father's Name	Muhammad Shafique
Address	Near Girls High School, P/O Same, Bhoth Sialkot.
Date of Birth	30 th Jul, 1997.
CNIC	34603-0770167-1
Marital Status	Single

SUMMARY OF QUALIFICATION

Subject	B.B.A (Hons) (Bachelor of Business Administration)
Institution	University of Gujrat Sialkot Sub Campus.
University	University of Gujrat.
Session	2015 to 2019.

Subject	I.COM (Commerce)
Institution	The Vision Group of Colleges, Gondal Road Sialkot.
Board	Board of Intermediate and Secondary Education-Gujranwala
Session	2013 to 2015

Subject	Matriculation
Institution	Sunrise Public School, Saidpur Gondal Road Sialkot
Board	Board of Intermediate and Secondary Education-Gujranwala
Session	2011 to 2013.

EXPERIENCE SUMMARY

Having over 5.5 years' experience of spreading diversified responsibilities and handling various contingent problems for smooth working. A challenging environment conducive to learning and demanding versatile capabilities backed by commitment and goal achievement.

PROFESSIONAL EXPERIENCE

Organization	Allied Bank Limited, Main Branch Sialkot. www.abl.com.pk
Duration	27 th March, 2023 to Date
Designation	Management Trainee Officer (MTO- Trade & Credits) (MG-10)/ Relationship Officer (Assets).

Key Duties & Responsibilities:

- Managing a funded portfolio of Rs. 600 Million conventional segment borrowers of Sialkot area Retail lending portfolio. & Trade operations portfolio of Rs. 1.4 Billion.
- To execute the Exporters trade Export transactions like export advance payments and export contracts as well as import transactions including Letter of Credit (LC)..
- Preparation of PRCs of Exporters for their rebate claims.
- Preparing credit appraisals of SMEs, MEs and Corporate clients including arrangements for their timely renewals and enhancement of existing and new obligors..
- To Ensure compliance to State bank of Pakistan (SBP) Regulations.
- Liaising with Credit Administration Deptt for completion of all Disbursement formalities.
- To Visit the Customers business premises for ensuring services and strengthen the business relations.
- To ensure completion of all mortgage formalities vis-à-vis their legal opinions from lawyers, professional valuations, Insurances, external agencies & stock inspections.
- Monthly reporting of e-CIB I & II and statements of advances of all relevant quarters.

Organization	Bank Al Habib Limited, Sialkot www.bankalhabib.com.pk
Duration	14 th October, 2019 to 23 rd March, 2023
Designation	Chief Cash Officer. (OG-3)

Key Duties & Responsibilities:

- To handle the complete cash related transactions including Cash Deposits, Cheque payments, Remittance payments, Govt Fee and taxes invoices, Utility bills & School Fee Collections & ATM Replenishments.
- Arrange and maintain all the records of transactions on daily basis for audit purposes.
- Cross selling the Bank Products and Marketing/opening of accounts of new customers over the counters.
- To ensure that the Procedures/controls are adhered to the defined SOPs and guidelines of the bank.
- Attempt to resolve customers issues and providing them best services.
- Monthly reporting of all cash related transactions to SBP and bank head office.
- Along with present job responsibilities fresh deposit of Rs.15 Million injected and served 2 Auto Finance Loans last year along with one MPMG case.

Internship:

Organization	Vision Technologies Corporation (PVT) Ltd. www.vision.com
Duration	16 th August, 2018 to 05 September, 2018
Designation	Human Resource Officer.

Key Duties & Responsibilities:

- Worked in Human Resource Management deptt liaison with its payroll and compliance sections.

Trainings and Certifications:

- Certificate of Participation from Allied Bank Ltd on Completion of Management Trainee Officers Trade/Credits.
- Certificate of “Two Days Hands On Skills Workshop On **SPSS** For Young Researchers”.
- Certificate of appreciation by Entrepreneur society of Sialkot for Participation in Entrepreneurship Gala 2018, University of Gujrat, Sialkot sub campus.
- 3rd position holder in Brand War 2017, University of Gujrat, Sialkot Sub Campus.
- Attended training program of MTO (Trade/Credits) on dated 19th April, 2023.
- Attended training Program on SME, ME, Corporate & Govt finance Schemes at Management Development Centre MDC Lahore on 23rd Feburary, 2024.
- Attended Training at Allied Bank Limited on Gender Equality and diversity.
- Attended training Seminar in Sialkot Chamber of Commerce and industry on “Promoting SME and Women entrepreneurs”.
- Attended training on Cash handling and managing cash officer duties at Bank Al Habib Ltd.
- Completed Training in Fair treatment to customers (FTC) in Allied Bank Ltd.

COMPUTER LITERACY

- Proficient in Microsoft Office and Internet etc.
- Attended workshop on **SPSS** for young researchers.
- Moderate Typing speed.

LANGUAGE

English, Urdu, Punjabi

REFERENCES

To be furnished on demand.

OTHERS

Having pleasant personality, Good Communication Skills, Good Vision, Positive approach and always ready to accept new challenges.