

# MUHAMMAD HARIS



## Profile

To work in a competitive environment that effectively utilizes my analytical, interpersonal, leadership and organizational skills to conceive and achieve solutions. The solutions which help the organization in not only meeting its targets, but also allowing it to grow, thereby, enhancing my own skills as an individual and as a key player in the organization's development.



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## Personal Info

Father's Name : Shakil Uddin  
CNIC : 41304-1493826-7  
Passport no : BP6918263  
Domicile : Hyderabad  
Nationality : Pakistan  
Religion : Islam  
Marital Status : Married

## Education

### M.COM

University of Sindh Jamshoro 2011

### MBA

University of Sindh Jamshoro 2010

### B.COM

University of Sindh Jamshoro 2006

### Intermediate

B.I.S.E Hyderabad 2004

### Matriculation

B.I.S.E Hyderabad 2002

## Certification

### Accounting & Book Keeping

1 day Training Workshop Organized by SMEDA

## Experiences

### JS Bank Limited

June 2013 - Present

#### Operations Manager

- Ø Ensure Timely Process for Account Opening along with all required documents.
- Ø Daily Timely ATM Cash Balancing & Cash Feeding.
- Ø Ensure proper handling and payment Home Remittance Transactions.
- Ø Ensure Monthly Petty Cash and Branch Operation Reporting to Head Office.
- Ø Handle the Deceases cases for Account Full Amount Pay Order issue to the instruction of Court & Golds Ornaments delivered to Legal Hires for the instruction of Administrator.
- Ø Ensure strict compliance of laid down procedures e.g. SOPs, KPIs, Operations Manual, AML & KYC policy and their revisions time to time.
- Ø Daily Cash Movement, Cheque book , New ATM Card , Vault in/out and Others Branch Operations Related Registered maintain.

### National Bank of Pakistan

2010

#### Internship

- Ø Implement Service Delivery Standards in the branch.
- Ø In consultation with the Operations Division ensures that operating departments are optimally organized.
- Ø Prepared timely preparation and submission of all operational reports and other statements / returns.

### Isra Distributors of Pharmacy.

2009

#### Accountant

## Skills

#### Responsible



#### Team Worker



#### MS Office



#### Interpersonal Skills



#### Communication Skills



## Languages



English



Urdu