CURRICULUMVITAE

our Picture

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| **Tahir Majeed**Address 1: Mohalla Abubakar Pura Narowal.Address 2: H# 208 2D1, Township Lahore.Contact No.: 0092 304 4004998Email address: tahirmajeed2016@gmail.com |

**OBJECTIVE:**

2017 Management graduate, seeking to leverage acquired academic knowledge and work experience to effectively fill an office position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible. Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance during the service.

**WORK EXPERIENCE:**

**7 Years of Professional Experience**

**OPERATIONS OFFICER**

*(FROM JULY- 2023 TO PRESENT)
BANK AL-HABIB LIMITED,
AREA OFFICE NAROWAL, PAKISTAN*

**ASSISTANT MANAGER (OPERATIONS)**

*(FROM NOVEMBER 2022 TO PRESENT)
ZARAI TARAQITI BANK LIMITED,
PASRUR BRANCH, PAKISTAN*

**MOBILE CREDIT OFFICER**

*(FROM MARCH 2022 TO OCTOBER 2022)
ZARAI TARAQITI BANK LIMITED,
PASRUR BRANCH, PAKISTAN*

**ASSISTANT MANAGER (OPERATIONS)/**

**ADDITIONAL CHARGE OF INCHARGE CREDIT ADMINISTRATION**

*(FROM APRIL 2017 TO MARCH 2022)
ZARAI TARAQITI BANK LIMITED,
NAROWAL BRANCH, PAKISTAN*

**Duties & Responsibilities**

* **Monitor daily operations to ensure a free flow process, and also supervise the execution of daily tasks**
* **Develop and enforce sound policies and structures for the growth of the company**
* **Create a strong workforce by developing competent individuals in the banking operations team**
* **Oversee the processing of centralized loans and other banking activities to ensure due process, accuracy and accountability are followed**
* **Create and implement long term business plan to ensure continuity of business operations in the long run**
* **Ensure client data is protected from the public and secured against fraud by enforcing access rights and verification levels**
* **Develop financial back up plans to protect business operations in the event of major crises that could result in huge losses**
* **Collaborate with heads of other units to develop best practices for successful banking operations**
* **Delegate tasks to members of the operations team.**
* **To verify the loan security documents and arrange compliance of bank instructions**
* **To check and verify the land mutation in favour of bank**

**Relevant Skills:**

Electronic Data Processing Knowledge:

Excellent in Microsoft Office Program:

* MS Word: Excellent skills in editing typing and maintaining documents.
* PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
* Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
* Outlook: Very much familiar to use outlook.

**EDUCATIONAL BACKGROUND:**

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| --- | --- | --- | --- | --- |
| **Degree/Examination** | **Major subjects** | **Year** | **Devision/Grade** | **University/Board** |
| Masters 16 years(MHRM) | Human Resources Management | 2017 | 1st | University of Punjab Lahore |
| Bachelors 14 Years(B.Com) | Commerce | 2015 | 1st | University of Punjab Lahore |
| Intermediate(ICS) | Computer sciences | 2013 | 2nd | BISE Gujranwala |
| Matriculation | Sciences | 2011 | 1st | BISE Gujranwala |

**Relevant Qualifications:
Languages:**

* English: Fluent in speaking and writing
* Urdu: Mother language

**PERSONAL INFORMATION:**

Full Name: Tahir Majeed

CNIC # 34501-7967863-9
Nationality: Pakistani

Domicile: Narowal
Marital Status: Married
Date of Birth: Aug 05, 1995
Place of Birth: Punjab, Pakistan

**References:**will be provided on demand