

MUHAMMAD RAMEEZ SIKANDAR

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CAREER OBJECTIVE:

To secure a challenging position in an organization which will enable me to learn and develop my skills to achieve excellence in the work which I do and to make a meaningful contribution to the organization.

PERSONAL INFORMATION:

Father's Name : Sikandar Parvaiz
Date of Birth : 28 AUG 1992
Religion : Islam
Marital Status : Married

ACADEMIC EDUCATION:

	<u>EXAMINING BODY:</u>	<u>YEAR</u>
○ Master in Political science	The University Of Punjab	2019
○ Bachelor in Commerce	The University Of Punjab	2014
○ Intermediate of commerce	Govt Degree college Lahore	2012
○ Matriculation	BISE Lahore	2010

PROFESSIONAL WORK EXPERIENCE:

Organization: INNOVENTURE FINANCING BROKER CO L.L.C (DUBAI)
Tenure: JAN 02, 2024 to TILL DATE
Designations: ARCHIVES CLERK

INNOVENTURE
FINANCE

Responsibilities:

- Deal in CREDIT CARD, PERSONAL LOAN, and CAR LOAN.
- Preparation of operational activities.
- Maintaining current record in physical and digital format
- Sort and deliver incoming mail and send outgoing mail.
- Type format, or edit routine memos or other reports.

Organization: BANK ALFALAH LIMITED
Tenure: Feb 19 to Dec 23
Designations: Customer Relationship Officer


Bank Alfalah
The Way Forward

Responsibilities:

- Build and maintain profitable relationships with all stakeholders/clients
- Deal in CREDIT CARD, PERSONAL LOAN, CAR LOAN, BANCA.NTB ACCOUNTS
- Preparation of operational activities cheque Book processing & Issuance / Account Opening Record ETC.
- Updating of customers Risk Profiles KYC, carrying out Periodic review CDD, EDD
- To assist Line Manager for closure of audit book within stipulated timeperiod

- Preparation of vouchers pertaining to daily Operational activities.
- Provide customers with effective and efficient support in meeting their transaction needs.
- Rapid account opening.
- CNIC updating & Closed account & Dormant account activation.
- Cash replenishment in ATM & CDM
- Management of Zakat Declarations.
- Monthly Cash & FCY reporting to SBP
- Preparation of Pay Order, Demand Draft

Organization: MEEZAN BANK LIMITED
Tenure: Feb 17 to Feb 19
Designations: BRANCH SERVICE OFFICER



Organization: The bank of Punjab (PEOPLE)
Tenure: Jun 15 to Feb 17
Designations: CASHIER



Organization: UNITED BANK LIMITED (CMS)
Tenure: Sep 13 to May 15
Designations: CASHIER & SORTER



ACHIEVEMENT AWARD:

- Best customer service officer award by BANK ALFALAH LIMITED in 2022.

COMMUNICATION AND INTERPERSONAL SKILLS:

- Outstanding command over verbal and non-verbal communicative & interpersonal skills.
- Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
- Confidently able to work independently or in a team to deal effectively with educators & employees.
- Flair to organize & prioritize tasks to meet deadlines.

CERTIFICATION/ ADDITIONAL SKILLS:

- MS Office
- MS Excel

WORK SHOP/COURSES ATTENDED:

- Comprehensive Training of Meezan Bank Limited Banking Officers
- AML/CFT Training
- STR/CTR Training
- Customer officer Training

HOBBIES:

- Reading Books
- Internet Surfing

LANGUAGES:

- Urdu
- English
- Punjabi

REFERENCE:

Will be furnished upon request.

