

**MUHAMMAD OMAR SAEED**

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**905, Al-Barsha Heights, sultan building; Dubai; UAE**

# CAREER PROFILE

A dedicated individual having experience in Banking, Audit & Finance with knowledge & hand on experience on accounting processes and good communication skill. Looking for a career which demands the best of my professional ability in terms of practical and analytical skills and helps for the growth and development of the organization.

**Education**

* **Master in Business Administration (Finance) (2007 - 2009)** 
  + Sarhad University of information & technology Peshawar, KPK; Pakistan
* **Bachelor of Sciences (Math & Physics) (2004 - 2006)** 
  + University of Peshawar
  + Peshawar, KPK; Pakistan
* **Faculty of Sciences (Pre-Engineering) (2001 - 2003)** 
  + Federal Board Islamabad
  + Punjab; Pakistan

**Work Experience:**

**Cash Accountant;** Al Tayler Motors, Ford showroom Dubai, U.A.E; JULY 2024

* Receive payments against cash invoices in authorized mode from customers, issue receipts against the purchase, reconcile all receipts with sales figures and submit daily collection report to the Accountant.
* Monitor the use of petty cash and to release payments for only approved items or emergency miscellaneous purchases.
* Prepare petty cash statements and submit to Accountant for replenishment. Keep the track of IOU details and follow up.
* Be responsible for the safe custody of cash received and/ or other relevant documents and safe transfer to the bank or security collection service.
* Inform suppliers of cheques available for collection and dispensing against a valid receipt.
* Answer employee queries professionally, either in person or over the phone
* Assist the finance function with general accounting entries or other such activities as advised from time to time.

**Relation Manager;** MCB Bank; Jan 2021 – Sep 2023

* Outline the core tasks, such as client onboarding, conducting regular check-ins, and addressing client inquiries.
* Have complete knowledge of customer base in terms of the profile, demographics and assets in the bank.
* Providing advisory for various products offered by Banks to enhance relationship value.
* Cross selling of new products and services for both new and existing customers.
* Managing Liability portfolio and client relationships of the branch.
* Responsible for deposit mobilization and NTB account opening.
* Liaison with existing and prospective clients to provide banking advice on MCB Bank products and services.
* Ensure coverage of customer base in accordance with business plans

**Relation Manager;** BOP Bank; OCT 2016 – May 2020

* Managing Liability portfolio and client relationships of the branch
* Responsible for deposit mobilization and NTB account opening.
* Provide highest level of customer service.
* Liaison with existing and prospective clients to provide banking advice on Bank of Punjab products
* Responsible for cross-selling various products.
* Other responsibilities assigned by line manager

**Relation Manager;** FAYSAL BANK; Jan 2014 – Sep 2016

Actively establish and maintain positive relationships with existing clients by providing exceptional customer service, listening to their needs, and addressing their concerns.

* Manage client accounts and act as the key point of contact from the company.
* Conduct in-depth market research and analysis to understand the client's needs, preferences and trends in the industry.
* Collaborate across departments such as sales, marketing and product development to ensure that the client's needs are being met.
* Generate new business and revenue opportunities through cross-selling and upselling.

**Administrative Assistant;** Al Fatah Shopping Mall; Feb 2013 – Mar 2014

* Organize and schedule appointments
* Plan meetings and take detailed minutes
* Write and distribute email, correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Update and maintain office policies and procedures
* Order office supplies and research new deals and suppliers
* Maintain contact lists
* Book travel arrangements
* Submit and reconcile expense reports

**Software Skills**

* Microsoft Office (Excel; Word, Power point)
* Graphic Designing (Adobe Illustrator; Photoshop, Premier Pro)
* Commercial Bank Internal Software

**Personnel Details:**

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| **Degree/Certificate** | **Name of Institution** | **Year** |
| M.B.A | Sarhad university of information & technology | 2009 |
| B.S.C | University of the Peshawar. | 2006 |
| F.S.C | B.I.S.E Islamabad | 2003 |
| Matric | B.I.S.E Peshawar | 2001 |