

MUHAMMAD OMAR SAEED

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905, Al-Barsha Heights, Sultan Building; Dubai; UAE



CAREER PROFILE

A dedicated individual with experience in Banking, Audit & Finance with knowledge & hands-on experience in accounting processes and good communication skills. I am looking for a career that demands the best of my professional ability in terms of practical and analytical skills and helps the organization's growth and development.

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 reports to the Accountant.
- Monitor the use of petty cash and release payments for only approved items or emergency miscellaneous purchases.
- Prepare petty cash statements and submit them to the Accountant for replenishment. Keep 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 the 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 under 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 the 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 the 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 for 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 emails, 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, PowerPoint)
- Graphic Designing (Adobe Illustrator; Photoshop, Premier Pro)
- Commercial Bank Internal Software

Personnel Details:

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