Objective

To obtain a challenging career oriented & respectable position in a prestigious organization fasters learning and where my professional abilities and education could add value.

**Personal Details**

**Date of Birth**: 24 January. **Marital Status**: Single. **Father Name**: Ata Mohay Uddin.

**CNIC#**: 42201-3707530-2 **Linkedin ID**: Tania-mohay-uddin-66497a153 **Skype ID**: tania382001\_1

**Passport#** AA0145302.

**Skills**

* Proficient in Microsoft office products such as; MS-Word, MS-Excel & Power point. Knowledge and use of Internet browsers and the Internet.
* Good communication skills and interpersonal qualities. Very adaptable.
* Good convincing skills.

**Interests And Hobbies**

* Fashion designing, Internet browsing, & listening music.

**References**

* References would be provided as & when required.

 **Educational Background**

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| * **2007 – 2009**
 | **Masters In International Relations.** |
|  | From Karachi University. |
|  |  |
| * **1993 – 1995**
 | **Bachelors In Arts**From Khatoon-e-Pakistan College |
|  |  |
| * **1991 – 1993**
 | **Inter In Arts**From Khatoon-e-Pakistan College |
| * **1990 – 1991**
 | **Matric In Science**From Karachi Board |

***PROFESSIONAL EXPERENCE:-*r:**

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| **Diploma In Information Technology.** |
| From Skill Development Council Karachi in 2002. |
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| **Two Years Teaching Experience.** |
| White House Grammar School and Haracks the Chapal School. |
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| **One & half Year Secretary Of RGM & HR.** |
| Askari Bank Ltd in Regional Office South |
|  |
| **Three Years’ Experience In Askari Bank Ltd I n Operations still Working** |
| Worked in Remittance, Clearing, Customer Service and Account Opening. |
| ***Trainings from Askari Bank Ltd*** *in G.Banking, Account Opening, Customer Service Mindset, Precautions in CHQ Book Issuance, Branch Banking Operations, Basics of Banking, Business English and KYC,Basics of Credit.* |

**Current Employer:**

ASKARI BANK LTD.

Area Office Karachi-VI

Gulistan-e-Johar, Mezzanine Floor

Asia Pacific Building, Karachi.

 **POSITION: HR Coordinator/ Grade I**

 From 04th August 2017- to date

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| **Work Experience:**1. ***Works Executing/ Current Assignment:***
* HR Assignments
* Preparing HR Budget.
* Preparing Monthly, Quarterly and Annual HR Reporting
* Preparing APRs.
* Checking staff personal loan applications.
* Checking staff hospitalization bills
* Checking staff TD bills
* .Checking Staff house building applications
* Preparation of memos/drafting for Different matters of HR.
* Preparing Boss schedules/meetings and phone calls.
* Taking time to time reports of HR from branches.

**Last Position:****HR Officer/Grade-I at Head Office Islamabad**From 24th April 2017- to 25th July-2017 **Work Experience:*** HR Assignments
* Preparation of memos/drafting for Different matters of HR.
* Degree Verifications.
* Major assignment was dealing all Separation/Resignation cases.

**Operations** * Clearing
* Remittances
* Account opening, Closing
* ATM
* Cheque Book
* Audit Rectification
* Independently dealing with the customers at the time of account opening and providing full details about the products of the bank.

Remittance Officer * Handling Outward Remittances.
* Handling Outward bills for collection.
* Preparing telegraphic transfer messages for local currency.
* Handling Stop Payment of Cheque, pay orders & drafts.

Cheque Book & Cheque Clearing Officer * Handling Cheque Book Issuance and delivery portfolio.
* Processing Inward & Outward Clearing Cheque.
* Handling of Debit Cards and Ask-Power Cards.

***In charge Remittances Dept.***Following are the major responsibilities:* Responsible to manage overall Remittances Operations.
* Handling and assistance to overall Branches’ queries related to the branch banking operations.

 ***Account Opening Officer.**** Opening of all types of accounts e.g.: Current, Saving and Term deposit.
* Give complete information to customers related to account opening.
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