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. |
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| * **1993 – 1995** | **Bachelors In Arts**  From Khatoon-e-Pakistan College |
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| * **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 |
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| **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. |