

ASAD RIZWAN

Finance Graduate

Contact:

Address: Rawalpindi, Pakistan

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Skills:

- Communication skills
- Attention to detail
- Problem solving
- Decision making
- Conflict resolution
- Negotiating
- Analytical mind
- Leadership and Teamwork
- Ability to Multitask
- Customer Service
- Effective Time Management
- Adaptability

Computer Skills:

- MS. Word
- MS. Excel
- MS. PowerPoint
- I Mall
- T24
- T24 Insight

Languages:

English 
Urdu 
Pashto 
Punjabi 

Professional Summary:

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Work History:

1. Counter Services Officer

01/2020 – 01/2022

Bank Alfalah Limited

- Handle Cash related transactions which include Cash receipts, Payments, Exchange of Denominations, Credit Card Payments, Fee Payments, Cash Advances, Cash Sorting and Utility Bills Receipts as per Bank's policies and procedures with approved TATs.
- Ensure to keep minimum cash over the counter as per designated counter Limit.
- Handle home Remittances i.e. Money Gram & Remmitex etc as per Bank's Policies and procedures within approved TAT.
- Handle Clearing / Collection transactions including acceptance of outward cheques and inward (where applicable) as per Bank's policies and procedures within approved TAT.
- Issue Bankers Cheque (PO/DD) as per Bank's policies procedures within approved TAT.
- Handling of ATMs include balancing, capture cards and settlements as per bank policies and procedures.
- To ensure proper storage/handling and stock balancing of security stationary in the Branch Vault.
- Marking of Stop Payments of cheques as per Bank's policies and procedures with minimize TAT include immediately supervision.

2. Customer Service Officer

04/2017 - 01/2020

BankIslami Pakistan Limited

- Provided primary customer support to internal and external customers.
- Day's opening balance of cash matched with the closing balance of previous day's sheet.
- Receive cash along with deposit slip from customer over the counter.
- Verify details on Deposit slip to ensure the account number, name, amount in words and figures, etc. have been correctly noted.
- Printing batch reports.
- Check all entries in Journal report against respective vouchers.
- All charges recovered as per prevalent schedule of charges.
- Tallied physical cash with net cash position.
- Processing of all customer applications / letter instructions received in same day.
- Dispatch documents of customers to their respective branches.
- Filing of different documents.
- Posting cheques for clearing.
- ATM replenishment along with supervisor.

3. Admin Assistant

03/2014 – 07/2017

Intercity Pvt. Ltd

- Arranged conference rooms and facilities to prepare for meetings.
- Performed routine clerical tasks by scanning, filing and copying documents.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Executed record filing system to improve document organization and management.
- Prepare regular fuel reports i.e. Daily, Fortnightly and Monthly reports.
- Distribute and store correspondence (e.g. letters, emails and packages).
- Composed, edited and prepared correspondence and other department documents.
- Performed routine analysis and calculations to process data for internal reports.

Certifications:

- Corporate Etiquettes.
- Islamic Banking and Financial Markets.
- Introduction to Islamic Banking.
- Basic Branch Banking Operations.
- Branch Operations Assessment.

Hobbies:

- Cricket
- Cooking
- Using Internet

References:

Available only upon Request.

- Restocked supplies and submitted purchase orders to maintain stock levels.
- Monitored office calendars to plan meetings, activities and travel to maximize productivity.

Education:

BBA (Hons), Finance National University of Modern Languages, Islamabad.	01/2011-12/2014
Intermediate, Pre-Engineering Wisdom Science College, Karak.	07/2008-07/2010
Matriculation, Science Group Fauji Foundation Model School Lachi, Kohat.	07/2006-07/2007