**CURRICULUM VITAE**

**MUHAMMAD HARIS SHAIKH**

**CONTACT DETAILS**

Address:

FLAT NO 13, BLOCK “A” SIDDIQUI PLAZA

UNIT NO 08 LATIFABAD HYDERABAD. SINDH PAKISTAN.

Mobile No:

+923361118686

**PERSONAL INFROMATION**

Father Name : Shakil Uddin

Marital Status : married

Nationality : Pakistani

Religion : Islam

Date of Birth : 30-01-1986

CNIC No : 41304-1493826-7

Passport : BP6918263

E-mail : haris.shaikh8686@gmail.com

**LANGUAGES**

Urdu

English

**PROFESSIONAL SKILLS**

Ability to operate MS Office

Ability to take right decision on right time

Good management

Good knowledge of computer applications

Good typing speed

**ACADEMIC QUALIFICATION**

M.Com 2011 University of Sindh Jamshoro

M.B.A 2010 University of Sindh Jamshoro

B.Com 2006 University of Sindh Jamshoro

**REFERENCE**

References can be furnished upon demand.

**OBJECTIVE**

To work in a competitive environment that effectively utilizes my analytical, interpersonal, leadership and organizational skills to conceive and achieve solutions. The solutions which help the organization in not only meeting its targets, but also allowing it to grow, thereby, enhancing my own skills as an individual and as a key player in the organization's development.

**EXPERIENCE INFORMATION**

Joining for the Year of 2013 as a JS BANK LIMITED. And currently working as a MANAGER OPERATION (OM) to JAMSHORO BRANCH. Total Experience 09 Years.

(Six Week Internship in National Bank of Pakistan in Hyderabad.)

(One Day Workshop on “ACCOUNTING & BOOK KEEPING” Organized by “SMEDA” Hyderabad. On 16th October 2010.)

**RESPONSIBILITIES**

* Maintain Vault Cash Movement Register Check and sign all debit & Credit Vouchers.
* Collection All Utility Bills.
* Daily ATM cash feeding and balancing.
* Ensure Timely Process of Account Opening & Dormant Activation along with required documents.
* Ensure proper handling and payment Home Remittance Transactions including Western Union.
* Ensure minimum audit observations and acceptable audit rating for the branch.
* Ensure Time to Time Update the all Breach & Expire KYC’s of Branch.
* Monitor all CTR Transaction and those Transaction Report Timely.
* Ensure strict compliance of laid down procedures e.g. SOPs, KPIs, Operations Manual, AML & KYC policy and their revisions time to time.
* Automate manual procedures to enhance processing capability in terms of transaction volumes. Seek necessary support from IT department in automation process.
* Implement Service Delivery Standards in the branch.
* In consultation with the Operations Division ensures that operating departments are optimally organized.
* Reduce redundancies in process, improve turnaround time and provide quality service to customers. Promptly attend to customer’s complaints and take remedial action.
* Recommend assignment of appropriate access levels to the system users within the branch.
* Assign objectives to the direct reports and evaluate performances. Recommend high performers for rewards and counsel marginal performers.
* Ensure timely preparation and submission of all operational reports and other statements / returns.
* The SOP narrates steps involved in the process of handling Deceased case.
* Six Week Internship in National Bank of Pakistan in Hyderabad.