

SYED MUHAMMAD ALI RAZA

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CAREER OBJECTIVES:

Ambitious, result – oriented and dedicated individual looking for an opportunity to join and contribute to a progressive organization to learn and serve for mutual beneficial growth.

WORK EXPERIENCE

Bank-Al-Falah Limited – Senior Counter Services Officer

- Working as Senior Counter Services Officer in Bank AL-Falah Limited since 22-October-2020 to till date
- Daily cash sheet balancing
- Processing of inward / outward clearing / receipt / payment and funds transfer
- Daily balancing of ATM
- Processing of RTGS
- Maintaining vault limit within the limit defined by HOK
- Reporting of capture cards
- Delivery of ATM and cheque books
- Balancing of Cheque Books once in a month
- Balancing of security stationary once in a month

HBL - Cash Officer

- Working as cash officer in HBL since 19-Feb-2016 to 21-October-2020
- Daily cash sheet balancing
- Processing of inward / outward clearing / receipt / payment and funds transfer
- Daily balancing of ATM
- Processing of RTGS
- Maintaining vault limit within the limit defined by HOK
- Reporting of capture cards
- Delivery of ATM and cheque books
- Balancing of ATM and Cheque Books once in a month
- Locker balancing once in a month
- Balancing of security stationary once in a month

Allied School Avicenna Campus as “Accountant”, CRO (Campus Relationship Officer)

Allied School Sir Syed Campus as “CRO & Account Assistant”

KEY RESPONSIBILITIES / DUTIES.

- Preparation of employee contract, letter of appointment
- Monthly Salary Sheet
- Employees Leaves record
- Administers benefits programs
- Petty Cash handling
- Preparation of monthly expenditure report for the management
- Monthly Royalty sheet
- Admission in Web Portal of Allied Schools
- Record management of Students admission and withdrawals.
- Preparation of monthly fee vouchers
- Listening, handling and resolving parents complaints
- Correspondence with head office through email

EDUCATION AND QUALIFICATION

- B.COM from Punjab University
- I. Com from B.I.S.E. Lahore.
- Matric from B.I.S.E. Lahore.

TECHNICAL SKILLS:

Microsoft Office (Word, Excel & Power Point), In page, Comprehensive Knowledge of Web Portal of Allied School

Personal Information

Father Name

Syed Ghulam Husnain Shah

CNIC	35201-8312117-1
Date of Birth	05-04-1992
Marital Status	Single
Address	House No.375 E Street No.1 Model Colony No.2 Walton Road, Lahore Cantt.

REFERENCE

Will be submitted on demand