

AMIN KHOWAJA

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Near Eye Hospital Hyderabad.

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OBJECTIVE

I am confident that I am responsible and dedicate individual. I am seeking a dynamic firm where I can utilize my knowledge and skills to strengthen me professional career. I also have potential to rules and nature or work in my organization with minimum instruction and full concentration.

EXPERIENCE

Organization	Job Description
SUMMIT BANK LIMITED Cadre - OS-II Designation - Universal Teller 30-01-2014 to Till Date	Dealing with Al-Cash-Clearing – Transfer Supervision all vouchers cash –Transfers-Clearing – Pay order etc. Dealing with S.B.O for all Branch’s Cash & National Prize Bonds Funds Transfer & Clearing Inward / Outward & OBC. Cash receiving – payments on-line receiving & payments Utilities Bills Foreign Currency Dealing USD-POUND-EURO Receiving & Payments. National Prize Bond Dealing with STATE Bank & Branch’s customers Dealing with Western Union-Express Money- Amanat Cash – Malik Exchange ATM Operations. Dealing with All Summit Bank Hyderabad Region Branches.
SONERI BANK LIMITED Cadre - OS-III Designation - Cash Officer 04-04-2009 to 26-01-2014	Cash – Clearing – Funds Transfer, ATM Operations Foreign Currency & Utilities Bills National Prize Bond Dealing.

TRAININGS

- I have completed the training of Soneri Bank on “**Cash Handling**” 02nd May 2011.
- I have completed the training of Soneri Bank on “**SBP Clean Note Policy**” 17th October.
- I have complete the training of Soneri Bank on “**Cash Management & Identification of Forged Currency Notes**” 11th July 2009.

ACADEMIC EDUCATION

DEGREE	BOARD/UNIVERSITY
M.Com	University of Sindh Jamshoro
B.Com	University of Sindh Jamshoro
Intermediate	Board of Intermediate & Secondary Education.
Matriculation	Board of Intermediate & Secondary Education.

PERSONAL INFORMATION

- FATHER's NAME : Ghulam Hyder
- SURNAME: Khowaja
- DATE OF BIRTH: 31-07-1981
- CNIC #: 41402-6767639-5
- MARITAL STATUS: Single
- NATIONALITY : Pakistani
- RELIGION: Islam

STRENGTH

- Having Basic Fundamentals of Computers Education and its Ultimate Operation and application with M.S Office along with Internet Assessment.
- Possess needful proficiency of drafting for regular office Communication.
- Basic understanding of Accounting Measures but not in massive.
- Highly Competitive, Self Starter, Organized, discipline and goal oriented.
- Ability to work with people of diverse backgrounds.
- Open and honest relationships at all levels, facilitating challenges and developing trust and respect in the workplace.
- I have excellent abilities to maintain documentation and records.

SPOKEN SKILLS

- English
- Urdu,
- Sindhi.