

SADIQ ALI AMWANI

OBJECTIVE My objective is to obtain a position in a professional office environment where my skills are valued and can benefit the organization.

SKILLS & ABILITIES I am able to get along well with co-workers and accept supervision. Received positive evaluations from previous supervisors. Willing to try new things and am interested in improving efficiency on assigned tasks. Yet I am eagerly concerned with quality. Produce work that is orderly and attractive. Ensure tasks are completed correctly and on time. I have significant experience in customer dealing as routinely handled as many as 150 customer contacts a day. Averaged lower percent complaint rate and was given the "Employee of the Month" award twice. In addition to this I am a Learned discipline individual who is able to work effectively in team and know how to follow instructions and do hard work. Ambitious, outgoing, reliable and have solid work ethic.

EXPERIENCE **BRANCH SERVICE MANAGER, FAYSAL BANK LTD, KARACHI PAKISTAN**

May 19 – Till

- Manage and supervise over the counter (OTC) services in the branch
- Ensure complaint vault management process.
- Management of all activities related to ATM operations
- Effective management of cheque book and ATM card distribution and distruction
- Ensure compliance with bank and regulatory policies.
- Management of controllable cost components to maintain the cost.
- GL balancing as per bank SOP
- Backup of branch Manager

BRANCH OPERATION MANAGER, THE FIRSTMICROFINANCEBANK LTD, KARACHI PAKISTAN

November 15 – May 2019

- Accounts Opening, checking and maintain account Opening correspondence.
 - Process Outward clearing.
 - Assist in ordering, receiving, verifying, and distributing Cheque book.
 - Process Online transactions, Issue Pay orders and bankers cheque
 - Booking and Encashment of TDR
 - Authorize transactions
 - Process Office and Outsource staff's salaries
 - Bank Reconciliation
 - Booking of Expenses and Income in GL
 - GL Balancing
 - MANAGE ATM
 - Prepare Monthly report.
-

CASH OFFICER OGII, ASKARI COMMERCIAL BANK LTD, KARACHI PAKISTAN

August 15 – November 15

- Accept deposits, loan payments, process checking and withdrawals.
- Assist in ordering, receiving, verifying, and distributing cash.
- Assist in ordering, receiving, Utility Bills.
- ATM Officer
- Prepare Monthly report.

EXPORT AND ADMINISTRATOR OFFICER, HAIDER ENTERPRISES, KARACHI PAKISTAN

December 2013 – August 2015

- Prepare all Export documents.
- Process Invoices and maintain Client information.
- Deal with bank regarding Export Documents.
- Document workflow and work procedures.
- Prepare Monthly client report.

PAYROLL AND ACCOUNTS ADMINISTRATOR, WIMBORNE NURSING AGENCY, LONDON, UK

August 2011 – November 2013

- First point of contact for employees for time and attendance and payroll.
- Process payroll and maintain payroll information.
- Prepare and maintain related payroll records and reports.
- Document workflow and work procedures.
- Prepare and maintain standard reports, queries, and conduct appropriate audits to ensure data integrity.

UNIVERSAL TELLER, STANDARD CHARTERED BANK, KARACHI, PAKISTAN

April 2007-June 2011

- Process routine account transactions.
- To ensure the delivery of quality service to customers
- To provide customers (including prospective customers) with the information about SCB's consumer banking and to cross sell in a customer friendly way.
- To manage customer traffic and to serve Cash customers.

ACCOUNTS AND MONITORING OFFICER, THE FIRST MICRO FINANCE BANK LTD, KARACHI, PAK

May 2005- March 2007

- Solicit new deposit and loan accounts.
- Orient prospective clients about the bank's products and services.
- Receive loan application and perform credit investigation on loan application.
- Organize all loan application documents submitted by the loan applicant, including the preparation of credit files.
- Prepare legal documents and security files of approved loans,
- Facilitate loan release and assist in client re-briefing during the loan release.
- Conduct regular monitoring of loan collection.
- Prepare and submit monthly reports to manager about the disbursement and collection of loans.

ASSITANT ACCOUNTANT, AGA KHAN HOSPITAL FOR WOMEN AND CHILDREN, KARACHI, PAK

January 2002- May 2005

- Billing related activities which includes verifying the transfer of all charges to patient bills, post the manual data into billing system
- Checking the daily validation report
- Preparing and finalize of patient bills
- Coordinating with various service departments for accurately record patient charges and clarify the patient and company queries

EDUCATION

- Masters in Economics, 2006, University of Karachi
- Bachelors of Commerce, 2002, S.M Arts and Commerce College, Karachi.
- Higher Secondary School Certificate, 1999, S.M Arts and Commerce College, Karachi.
- Secondary School Certificate, 1997, National Tiny Tots School, Karachi.

REFERENCES

HUSSAIN WAZIR ALI

Riyadh Bank Trade Finance Centre, Riyadh
+966551040376
Hussain.w.wazir@riyadbank.com

ALI NINDWANI

Askari Bank Limited Pakistan, Legal and compliance Department, Karachi Pakistan
+923332212557
ali.nindwani@askaribank.com.pk

JALALUDDIN ABDUL SALAM

Habib Bank Limited Pakistan, Karachi, Pakistan. +923222548348