

# SYED MUHAMMAD RIZWAN

House # 1249, Sector # 11-E,  
Muslim Town, North Karachi.  
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## OBJECTIVE

To utilize and enhance my experience and skills by seeking a challenging and rewarding position in a progressive organization.

## WORK EXPERIENCE

### ❖ ASKARI BANK LTD

❖ (RM) Relationship Manager

❖ From (Sep 2022 Continue)

### ❖ SONERI BANK LTD

❖ (RM) Relationship Manager

❖ From (May 2021 to Sep 2022)

### ❖ MCB BANK LTD

Relationship Manager

From (May 2017 to 2021)

### ❖ SONERI BANK

BDO (From (2016 to May 2017)

### ❖ FAYSAL BANK LIMITED

(RM) Relationship Manager

From (Sep 2015 to April 2016)

### ❖ NIB BANK LIMITED

B.COT Executive". From Feb. 2013 to Aug 2015,

- Achieve business targets on monthly basis that is Account opening (NTB's).
- Special focused Banc assurance. ACD's including debit card, SMS alert, E. Statement & Cash Guards.
- Maintain my performance as per ESAU with rating E/ (Excellent) and (Satisfactory) at all time.
- Make customers daily call report for proper follow up.
- Screening of all accounts deposit
- Daily report to the Manager.
- Attend organization meetings and trainings as per schedule.
- Develop tactics on the quality standards and encourage them to be Service Oriented.
- Provide key information of all products and necessary documentation to the interested customer.

### BANK ALFALAH LIMITED

From (2009 to 2011)

### **Responsibilities:**

- Daily MIS reporting showing progress and comments to the Assistant Manager.
- Maintain and control the delicately of 90-days.
- Planning out strategies to keep the delicately under control.
- Ensure effective utilization of credit card system.
- Recovery of outstanding dues from delicately customers.
- Recovery of Gold card customers (100K+).

### **QUALIFICATION**

- ❖ **M.A** : Federal Urdu university of arts sciences & Technology Karachi. In (I R) (2020)
- ❖ **B. A** : Federal Urdu university of arts sciences & Technology Karachi. (2015)
- ❖ **Intermediate:** Intermediate Board of Education Karachi. **(Commerce Group)** (1995)
- ❖ **Matric** : Secondary Board of Education Karachi. **(Science Group)** (1992)

### **COMPUTER SKILLS**

- ❖ **Windows XP, MS – Office, Internet Surfing, Browsing, Emailing, Troubleshooting.**

### **PERSONAL DATA**

- ❖ **D.O.B** : 1<sup>st</sup> January, 1975
- ❖ **Marital Status** : Married
- ❖ **Religion** : Islam
- ❖ **Nationality** : Pakistani

### **References**

- ❖ Will be furnished upon request.