

Plot# K 44 1st Floor
P.E.C.H.S (EXT) Block
6, Karachi.

FEROZ AHMED



Contact: 0092 (0)300 9275877
write_feroz@hotmail.com

PROFESSIONAL PROFILE

I am an experienced professional with experience in Banking sector working at various positions as detailed below. I can demonstrate a strong ability to meet the tightest of deadlines and the ability to work on own initiative.

OBJECTIVE

I am currently looking for a new and challenging position to practice my academic knowledge and experience gained with an objective to enhance the growth and profitability of an esteemed organization like yours

EXPERIENCE

Bank Alfalah Limited

2016 -2019.

Manager Operations

**Orangi Town 11-1/2 Branch, Karachi.
Timber Market Branch, Karachi.**

Job Description & Major Contributions.

- Opening & closing of cash from/to main vault.
- Inter Bank Real Time Gross Settlement through Treasury.
- Supervision of all Cash, Clearing, Transfers, Online Transactions, Local & foreign remittances for issuance and encashment, checking of daily balancing of Cash, Remittances & Clearing transactions.
- Supervision of ATM replenishment, Claim settlements & balancing.
- Monitoring of stocks & monthly balancing of security stationery, internal accounts.
- Ensure Balancing of cash as per SBP's prescribed policy and parameters.
- Liaison with customers and management of day-to-day customer account activities and queries.
- Preparation and statistical analysis of account opening and closing for the month, and recommending strategies for customer care.
- Customer dealing for operational activities and for enhancement in mobilization of business.
- Responsible as primary custodian of security items & customer records.
- Take active participation in branch strategic management decisions
- Comprehensive knowledge of Branch Banking Operations.

Bank Alfalah Limited,

2015-2016

**Counter Services Manager
Paper Market Branch, Karachi.**

**2012-2014
2010-2012**

**CD Incharge
North Napier Road, Karachi.
West Wharf Branch, Karachi.**

2005-2009

Corporate Branch, & Sea View Branch, Karachi.

Accounts Incharge

- To Prepare Budgeting Report of overall branch expenses.
- To Prepare Monthly, Quarterly, half Yearly & and annual Reports of SBP.
- To Prepare Month End Position and report to Head Office.
- To Prepare Branch Daily Position of Deposits & Advances.
- To Prepare and submit the Withholding Tax Challans at SBP.
- To See Branch H.R and overall admin Issues.

1999-2005

Allied Bank Limited

Karachi

Assistant

Reporting to: Manager Operations

- To handle books of general Ledger & Cash book.
- To prepare monthly Bank Reconciliation & Payroll.
- Monthly balancing of General Ledger
- Clearing.

Academic Qualification

- M.A Economics, (2006) University of Sindh.
- B. A, (1995) University of Karachi.
- HSC, (1992) National College, Karachi.

Training / Workshop / Seminar Attended

- Personal Grooming & Business Etiquettes. (Learning Center, BAL).
- Branch Banking Operations That Where The Action Is (2 Days). (Training & Development Center BAL)
- Alfalah Gold Standards Service Training Program. (Customer Experience & Quality Assurance Division.)
- Communication Skills For Better Customer Service. (Management Development Center, ABL).
- Personnel survival Techniques (Pakistan Marine Academy)
- Basic Fire Fighting (Pakistan Marine Academy)
- First Aid At Sea (Pakistan Marine Academy)

Generic Skills & Computer Literacy

- MS Office
- Works in all Windows based Packages.
- Temenos T 24.
- MS Word, Power Point, Excel & Internet.
- Possess good communication skills.
- Ability to use of computer, internet and E-mail efficiently.
- Proactive approach with excellent follow up.

Personal Profile

- Fathers' Name Shafi Muhammed Palijo
- Date of Birth August 13, 1971
- Domicile Sindh, Rural
- CNIC # 42201-6648230-5

References

- Will be furnished on request.