



Syed Waji Ul Hassan

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Address: Street no 81 Sector I-10/1

Work experience

Askari bank limited

Sep 2010 — Sep 2020

Business Service Officer

Current area of work

Branch banking and operations Feb 2019- Sep 2020

1. Managing till of strong room from morning and day end
2. Clearing
3. cash counter
4. Physical ATM handling and balancing
5. reporting to branch in charge
6. Managing more than 300 customers during salary days
7. Clearing bills and receipts of WAPDA, PTCL, SNGPL and WASA with posting on software and manual
8. Managing and recording Financial transactions flow sheet, Cash balancing Sheet, Closing balancing sheet on regular basis routine managing/supervising data in order
9. software and manuals

Alternate Delivery Division

Digital banking and operations March 2013- Feb 2019

1. ATM deployment, installation Over hauling, Site approvals from higher offices.
2. MOUs incorporation of services, approval of vendors invoices.
3. ATM monitoring, Coordination of branches, vendors and higher offices.
4. SBP and higher offices reporting transection usage /volume.
5. Assisting and forwarding fraudulent, and other switch transection on reporting.

Marketing & Strategic planning

Costumer services Sep 2010- March 2013

1. Tele Account inquiries, fund transfers, Bill payments, Service Activation, Account linkage.
2. Card activation and blockage, transections inquiries, mini statement, Alert activation.
3. Credit card inquiries, requests and complain management.
4. Branch and mobile ATMs monitoring and with switching /marking as open and close.
5. 24/7 Service management with rotations.

Qualifications

1. Mohi ud din Islamic university M.BA-Finance (2011)
2. Punjab university BA-Journalism (2007)
3. Private federal board I-COM 12th grade (2004)
4. Saint Pauls Cambridge School SSC 10th grade (2000)

EDUCATION Member Body 2005 — 2006
Institute of chartered accountant of Pakistan

Participated in PPT test Computer and MS training from registered RAETs institutions
NCBMS

COMSATS UNIVERSITY

Certified Cisco Network associate
Comsats university Islamabad training and labs of detailed programme from 2008-2009

Interests

1. Surfing net and reading best publishers times and Asia week
2. community involvement /volunteer
3. Club Memberships
4. Blogging
5. Sports -Squash, Badminton and cricket
6. Art. drama films and meeting with celebs on sponsored programmes
7. Gaming
8. Travelling

References

References available upon request.

Bank Training Course

Training Wing

Cash handling training /Management

Cash management and operations
SBP and Schedule Bank Practices

Innovative Private Ltd

EMV management /Operations and Anti Skimming

Training Wing

Customer Management

How to handle difficult people
Islamic banking