

# CURRICULUMVITAE

## **MUHAMMAD HASNAIN SHAIKH**

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### **CAREER OBJECTIVE**

To extend my career in a professionally run organization like yours, to enrich my knowledge, broaden experience in fields of Banking, Finance and Administration to enhance my analytical and interpersonal skills for developing professionalism in sync with the ideology of the organization.

### **Personal Information:**

Date of Birth : 07/03/1992  
Nationality : Pakistani  
Religion : Muslim  
Marital status : Single  
Sex : Male  
Passport # KQ5191342  
Visa Status : Employment  
Availability : Immediate

### **Educational Qualification:**

- |                                 |                            |             |
|---------------------------------|----------------------------|-------------|
| • Masters In Commerce (M.Com)   | “2 <sup>nd</sup> Division” | (2013-2014) |
| • Bachelors In Commerce (B.Com) | “2 <sup>nd</sup> Division” | (2011-2012) |
| • Intermediate                  | “B Grade”                  | (2009-2010) |
| • Matriculation                 | “C Grade”                  | (2008)      |

### **Work Experience:**

- Operations Manager in Telenor Microfinance Bank Ltd. (formerly Tameer Microfinance Bank Ltd.) Pakistan. (June’2017-November’2018)
- Cash Officer (Teller-III) in Telenor Microfinance Bank Ltd. (formerly Tameer Microfinance Bank Ltd.) Pakistan. (January’2016-June’2017)
- Customer Services Officer in Telenor Microfinance Bank Ltd. (formerly Tameer Microfinance Bank Ltd.) Pakistan. (January’2015- January’2016)
- Data Entry Officer in Telenor Microfinance Bank Ltd. (formerly Tameer Microfinance Bank Ltd.) Pakistan. (June’2013- January’2015)
- Data Entry Officer cum Accounts Officer in New Shifa Agencies Medicine Distributions, Pakistan. (2012-2013)
- Accounts Officer in Islamic Traders, Pakistan. (2009-2011)

### **Work Profile:**

- Regularly reviewing the accounting and reporting system of the co.
- Controlling all payables and receivables.
- Cash management & reconciliation.
- Managing petty cash and cash flows with monthly expense reports.
- Bank reconciliation reports in addition to liaison with bankers.
- Verification of all accounts.
- Provided customer service, counseling, supervision, professional liaison.
- Record keeping & archiving.
- Assisted management in recruitment procedures.
- Make yearly Performance Appraisal of all employees.

### **Achievements:**

- Telenor Microfinance Bank Ltd. (formerly Tameer Microfinance Bank Ltd.) Pakistan, Best Performance Award In Region (2015)

### **Certificates:**

- Refresher-KYC/AML, Code Of Conduct Telenor Microfinance Bank Ltd. (formerly Tameer Microfinance Bank Ltd.) Pakistan. (2016).
- Office Automation, Web Designing & Development (BBSYDP-Pakistan) (2011).
- Android Software & Hardware (Sparco Pakistan) (2009).

### **Computer Skills:**

- MS-Office
- LINUX
- Foxpro
- CBAS
- CRIMS

### **Personal Skills:**

- Devotion and Dedication towards the goal.
- Initiative and personal approach with strong interpersonal skills.
- Honesty, Sincerity, Accountability, Reliability etc.
- Good communication skills.

### **Language Known:**

- English (Professional), Urdu (Native)

### **Declaration:**

I hereby certify that all of the information supplies herein true and correct to the best knowledge and belief.

### **References:**

Can be furnished as required.