

## Contact

750-C Satellite Town , Bahawalpur  
03156200444 (Mobile)  
ali.librian@gmail.com

[www.linkedin.com/in/muhammad-ali-imran-ab782a133](https://www.linkedin.com/in/muhammad-ali-imran-ab782a133) (LinkedIn)

## Top Skills

Accounting  
Team Management  
Teamwork

## Certifications

Diploma in computer applications

# Muhammad Ali Imran

Branch Services Officer at Albaraka Islamic Bank  
Punjab

## Summary

A self-motivated, diligent individual with over Eleven years experience, able to perform a wide range of specialized functions using independent judgment. Able to manage time productively, handle multiple projects simultaneously and perform well under pressure, dependable and goal oriented.

---

## Experience

Albaraka Islamic Bank  
Branch Services Officer OG II  
June 2019 - Present (2 years 2 months)  
Punjab, Pakistan

- Handling of inward & outward clearing, and balancing of main Clearing Account.
- Maintain clearing settlement account with main branch to deal with treasury.
- Maintain clearing settlement accounts of branches for inward & outward clearing.
- Check book issuance to account holder and authorized persons.
- Account opening through fulfilling all required information.

Askari Bank  
Branch services officer OG III  
October 2016 - June 2019 (2 years 9 months)  
Bahawalpur

- Receive & verify cash and endorsements, receive proper identification for cash back, and issue receipts of deposit.
- Examine checks deposited and determine proper funds availability based on regulation requirements.
- Process savings withdrawals.
- Cash checks: verify endorsement, receive proper identification, and ensure validity.
- Refer customers to proper department for issues that cannot be resolved at the teller line.

- Issuance of Pay order, demand draft and backers' checks.
- Handling of inward & outward clearing, and balancing of main Clearing Account.
- Maintain clearing settlement account with main branch to deal with treasury.
- Maintain clearing settlement accounts of branches for inward & outward clearing.
- Check book issuance to account holder and authorized persons.
- Account opening through fulfilling all required information.

### Tameer Micro Finance Bank

#### Operations Supervisor

January 2013 - October 2016 (3 years 10 months)

Arifwala

- Supervising daily operations of organization.
- Develop productive, profitable and achievement oriented working environment for employees.
- Develop and maintain operational guidelines for staffs.
- Coordinate with Area Operation Manager in different operational issues and promotional activities.
- Ensure to Reconciled the balance on POS and Teller then Closed.
- Ensure to all registered are properly maintained on daily basis.
- Evaluate current operational strategies and recommend improvements.
- Keep educated on all deposit, business, and consumer loan products.
- Ensure the branch and vaults are opened and closed on a timely basis.
- Generate operational reports for management as needed.
- Timely loan Disbursement

To achieve multiple option of work regarding TAMEER MICRO FINANCE BANK Policies.

### Halcyon Global Pvt Ltd

#### Accounts Officer

March 2007 - August 2010 (3 years 6 months)

Lahore

- # Report Writing.
- # Record Keeping.
- # Inventory Management.
- # Payroll Management.

- # Manual Book keeping
  - # Maintain The Status of Creditors on Monthly Basis
  - # Preparing of journal And Adjustment Voucher
  - # Receiving and Checking the Parties Bills.
  - # Preparing Bank and Cash Payment and receipt Voucher
  - # Understanding Reconcile The Parties Bills
  - # Maintain The Manual Party Ledger
  - # Maintain The Manual Cash and Bank Book.
  - # Preparation and Disbursement of salaries,Overtime.
- 
- # Handling IncomeTax ,and prepare Return of Income tax
  - # Preparing the Bank Reconciliation Statement.
  - # Voucher Checking All Types.
  - # Stock Taking
- To achieve multiple option of work regarding HALCYON GLOBAL PVT. LTD.  
Policies

---

## Education

Virtual University of Pakistan

Master of Business Sciences, Business/Commerce, General · (2016 - 2018)