



MUHAMMAD BINYAMIN

Ali Pur Chattha , Distt: Gujranwala
Punjab, Islamic Republic of Pakistan
Email: Bean.mughal1122@gmail.com
Cell # : +92-304-862-8987 [PAK]
MOB# : +971-589535303 [UAE]

OBJECTIVE

To join a successful and professional organization, where I can maximize the skills & experience in the discipline, Finance and Accounting, efficiently & effectively. Believes in customers satisfaction, motivation, problem solving, loyalty as well as honesty.

EDUCATIONAL QUALIFICATION

DIPLOMA IN ACCOUNTING S/W

JULY, 2017

PAPTECH COLLEGE OF INFORMATION TECHNOLOGY & COMPUTER SCIENCE.
SECURED **A+ GRADE**, HAS BEEN COMPLETED IN JUL-2017
WWW.PAPTECH.EDU.PK

BACHELOR IN COMMERCE - B COM

SEPTEMBER, 2016

SUPERIOR COLLEGE OF COMMERCE, GUJRANWALA.
UNIVERSITY OF PUNJAB (P.U), LAHORE
WWW.PU.EDU.PK

INTERMEDIATE IN COMMERCE - HSSC

SEPTEMBER, 2014

GOVERNMENT CH. ILAM DIN COLLEGE, ALI PUR CHATTA, GUJRANWALA.
BOARD OF INTERMEDIATE & SECONDARY EDUCATION, GUJRANWALA (BISE GUJRANWALA)
WWW.BISEGRW.COM

SECONDARY SCHOOL CERTIFICATE IN SCIENCE - SSC

AUGUST, 2012

GOVT. HIGH SCHOOL ALI PUR CHATTA, GUJRANWALA.
BOARD OF INTERMEDIATE & SECONDARY EDUCATION, GUJRANWALA (BISE GUJRANWALA)
WWW.BISEGRW.COM

EXPERIENCE

- ➡ Appointed Remittance Relationship Manager in **MCB Bank LTD**
19-Oct 2020 To 31-Dec-2021
- ➡ Appointed Customer Services Officer in **U Micro Finance Bank Ltd**
05-Sep 2019 To 31-Mar-2020
- ➡ Appointed Accountant in **Chenab Particle Board (pvt) Ltd.**
01-May-2018 to 31-Aug 2019
- ➡ Appointed As Internee in **Askari Bank Limited.**
16-Feb-2018 to 16-Mar-2018.

Software Skills

- Microsoft Office
- Peach Tree
- Sage
- Global Software
- PIBAS Plus
- All Windows Versions

Major Subjects

- Business Communication
- Economic Development of Pakistan
- Advance & Cost Accounting
- Principles of Management
- Business Law
- Introduction To Computer
- Principles of Marketing

KEY RESPONSIBILITIES PERFORMING IN MCB BANK LTD

- ➔ Achieve the assigned home remittance conversion and the current deposit mobilization targets on a monthly basis as set by the management through potential counter customers and any other referral
- ➔ Conversions from funds for "Other Banks", where MCB act as intermediary bank
- ➔ Remittance Accounts opened through referral from ETB remittance Customers
- ➔ Ensure that all NTB Accounts are activated by receiving their first remittance within 90 days from Account opening
- ➔ Ensure issuance & activation of debit card against eligible customers to reduce over the counter transactions
- ➔ Building positive relationships with customers
- ➔ Assisting with generating new business
- ➔ Resolve customer complaints quickly and effectively
- ➔ Promote high-quality sales, supply and customer service processes
- ➔ Approach potential customers to establish relationships

KEY RESPONSIBILITIES PERFORMING IN U MICRO FINANCE BANK LTD:

- ➔ Responsible to guide customers about different products, Bank policies and requirements regarding different types of accounts
- ➔ Replying to customer queries regarding Account opening form
- ➔ Account opening/ Scrutiny of account opening form receipt of initial deposit, input into the system, generation of account number
- ➔ To make sure that KYC should be properly filled in
- ➔ To make sure that the entire specimen signature cards should be scanned properly
- ➔ Issuance of different types of certificates
- ➔ Maintain the data of Zakat , Hold mail ,Dormant accounts and undelivered mails
- ➔ Responsible to process and check that all cheque books are delivered on time
- ➔ without any printing error
- ➔ Responsible for all account closing and to make sure that the charges should be deducted and profit (if any)paid before closure
- ➔ Responsible to properly record the Account Opening forms as per bank 's
- ➔ Operational Manual
- ➔ Ensure post sale services to the client

KEY RESPONSIBILITIES PERFORMING IN CHENAB PARTICLE BOARD (PVT) LTD:

- ➔ Working as **Cash Manager** as an extra Responsibility granted by Management
- ➔ Authentication of All Kind of Cash& Credit Daily Purchases
- ➔ Authentication of All Kind Of Cash & Credit Daily Sale
- ➔ Authentication of Daily Entries, Balancing of Related G.L` s.
- ➔ Maintaining of Ledger Books.
- ➔ Maintaining of Monthly Stock and Report To Management.
- ➔ Making Monthly Salaries, and Also Maintain Advances of Labour.
- ➔ Making of **IGP & OGP** and Maintaining Records.
- ➔ Cash Receiving & Payments and Balancing.
- ➔ Compiled All Entries on a Short Schedule With Nearly 100% Accuracy.

CERTIFICATES & COMPUTER SKILLS

- Certificate of Completion "Peach Tree Accounting Software" From Paptech.
- Certificate of Completion Four Weeks of **Internship** From Askari Bank limited.
- Have Good Knowledge Microsoft office Applications.
- Have Good Knowledge To Use **Sage & Global Software**.
- Ability To Write Coherent Report on Computer (Daily, Weekly, and Monthly..etc)

OTHER SKILLS

- Have Good Skill For Sale & Marketing For any Kind of Business.
- Have Very Good Business and Progressive Mind.
- Have Full Confidence Some Planing and Ideas To Get Good Business.
- Have Hard Working Professional Attitude.
- Strong Team Working Skills.
- Can Work as an Individual and as a Team Member.
- Willingness To Learn.

PERSONAL INFORMATION

NATIONALITY	:	PAKISTANI
VISA STATUS	:	VISIT
VISA EXPIRY	:	30-03-2022
RELIGION	:	ISLAM
DATE OF BIRTH	:	26-07-1996
MARITAL STATUS	:	MARRIED
LANGUAGES	:	URDU, ENGLISH, PUNJABI
HOBBIES	:	READING ISLAMICS BOOKS,NEWS COLUMNS, THNINKING TECHNIQUES FOR PROBLEMS SOLVING, INNOVATION IN WORK, BEDMINTON, PHOTOGRAPHY, PROOF READING.

REFERENCES

Mcb Bank Ltd.

Mr.Muhammad Waqas Sherazi

Branch Manager

Cell: +92 300 7476638

U Bank Ltd.

Mr.Umar Farooq

Branch Manager

Cell: +92 333 1908730

Chenab Particle Board(pvt) Ltd.

Mr. Jawad Azher Mirza

Director

Cell: +92 322 8206500

Askari Bank Ltd.

Mr. Usman Riaz Chattha

Branch Manager

Cell: +92 300 8646440

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Muhammad Binyamin