


Muhammad Amjad Naseem Qureshi

Islāmābād, Pakistan

 amjadqureshi333@gmail.com

 03025138879

 [linkedin.com/in/muhammad-amjad-naseem-qureshi-09b249195](https://www.linkedin.com/in/muhammad-amjad-naseem-qureshi-09b249195)

Summary

PROFILE:

An enthusiastic, reliable and motivated professional with experience in the Management and Financial Industry. Currently employed as a "Branch Operation Manager" in Bank Alfalah Limited. My ability to communicate is one of my greatest strength that help me adapt to different working environments easily whilst maintaining a professional and positive attitude towards work.

OBJECTIVE:

A creative position in prestigious organization, where there is opportunity to work with people in an environment of excellence and passion to utilize my skills so as to gain valuable experience and to prove myself as an asset for the organization. Seeking a challenging and progressive career with esteemed organization offering good future and a professional working environment. Where I can contribute to the growth of company and have a regarding career by making the best use of my education, experience and capability

Experience



Branch Operation Manager

Bank Alfalah Limited

Aug 2022 - Present (6 months)



Assistant Manager

Summit Bank Limited

Mar 2016 - Aug 2022 (6 years 6 months)

To managing the entire Back-Office with direct supervision of the Cash, Clearing, Collections and Remittances, Account Opening functions of the branch.



Accountant

Alain Enterprises

Dec 2014 - Mar 2016 (1 year 4 months)

Provides financial information to management by researching and analyzing accounting data; preparing reports.

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. Computerized/manual book keeping. Receivable & inventory management.
- Maintains financial security by following internal controls
- Prepare financial statements and reports for clients or company management.

- Give advice on a range of financial aspects of a business such as budgets, tax and cash flows. • Management of petty cash & petty cash reconciliation also salary & wages.
- Assist management with strategic planning and human recourse (HR).

Account Assistant

Alain Enterprises

Sep 2014 - Nov 2014 (3 months)

- Provide support to the Accounting Department. • Performed basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing cheques, and updating ledgers, budgets, etc.
- Preparing financial reports. Assisting with audits, fact checks, and resolving discrepan

Assistant Manager

MCC

Mar 2013 - Aug 2014 (1 year 6 months)

- Coordinate daily customers services operation (e.g. Sale Processes, Order and Payments.
- Track the progress of Weekly, Monthly, Quarterly and Annual objectives.
- Monitor and maintain store inventory.
- Evaluate employee performance.
- Supervise and motivate staff to perform their best.
- Communicate with clients and evaluate their needs.
- Analyze consumer behavior and adjust product positioning.
- Handle Complaints from customers.
- Create reports, analyze and interpret retail data, like revenues, expenses and competition.
- Make sure all employees adhere to company's policies and guidelines.
- Ensuring product quality and availability.

Education



Quaid-i-Azam University, Islamabad

Bachelor of Commerce - BCom, Accounting and Finance

2012 - 2014



Federal Board Of Intermediate and Secondary Education Islamabad

Intermediate Of Commerce, Accounting and Finance

2010 - 2012



AJK Board of Intermediate & Secondary Education, Mirpur

Matriculation (Science) , science

2008 - 2010



Zeeshan Typing & Computer College

Basic Computer Diploma , Computer Programming

Feb 2015 - Jul 2015

Licenses & Certifications

-  **Certified AML/CFT/CFP 2022** - Summit Bank Limited
-  **Certified Basics Of Islamic Banking** - Summit Bank Limited
-  **Certified Essentials Of Fair Treatment Of Consumer (FTC) - 2022** - Summit Bank Limited
-  **Certified Internal Risk Management** - Summit Bank Limited
-  **Certified Introduction to Green Banking** - Summit Bank Limited

Skills

Supervisory Skills • Product Knowledge • Business Development Strategy • Business Performance Management • Quality Assurance • Performance Improvement • Cross-Selling • Retail Banking • Commercial Banking • Strategy