

Muhammad Omer Raza

Date of Birth: 13-May-1997 **Age:** 29 Years
Address: Flat 304, Building 3, Block 3, Al-Janoub Gardens, Al Meshaf, Al Wakrah, Qatar.
Contact: +974 71400408
Email: omerbutt439@gmail.com

Objective: To grow with the organization and being a valuable employee of organization.

Professional Career Summary:

Education : Masters in Business Statistics and Management
Work Experience : 4.5 Years Aug 21 to Dec 25
Organization Meezan Bank Limited, Lahore, Pakistan.
Designation Branch Services Officer

Work Experience

Organization : **Meezan Bank Limited**
Organization Type : **Banking**
Designation : **Branch Services Officer**
Tenure : **4.5 Years (August 2021 to December 2025)**
Location : **Lahore, Pakistan**
Area(s) of Experience : Handling Branch Operations i.e. Cash Management, Clearing, Transfers, Pay Orders, Operations of Accounts, and ATM Replenishment.
Reporting to : Operations Manager.
Responsibility : Opening of Cash Vault, Atm Replenishment, Cheque Clearing, Cheque Transfer, Customer dealings, Payorder, Floor Management, Till Balancing, Day end vouchers balancing, Customer Accounts Amendment, Handling Foreign Remittance.

Brief Job Description :

- Opening of cash vault on time for smooth cash operations in branch.
- Managing cash for atm replenishment balancing of atm.
- Handling clearances i.e. Inward clearing, Outward clearing, Intercity Clearing.
Vouchers management, Expense invoicing and taking approvals from authority.
- Handling other branch banking matters.
- Prepare pay order on customer demand. Monthly balancing of payorder cheque.
- To process Account Opening, Account Closure and Dormant activation as per SOP/CAO policy.
- To process Cheque Books, ATMs, Term deposits as per SOPs.
- Assist Branch management in customer care and Branch Operations.
- Handling Remittances i.e. Local and foreign.

Professional Certification & Academic Education *(most recent on the top)*

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1)	Master of Science (M.Sc)	University of The Punjab	Business Statistics & Management	2019
2)	Bachelor of Commerce (B.Com)	University of The Punjab	Accounting, Economics	2017
3)	F.Sc (Pre-Eng)	Govt. Shalimar College	Physics, Chemistry, Math	2015
4)	Matric	Wapda Boys High School	Science	2012

Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Temenos T24	Excellent	Currently Using
2	Microsoft Word	Excellent	Currently Using
3	Microsoft Power Point	Above Average	Currently Using
4	Microsoft Excel	Excellent	Currently Using

Professional Development

Sr.	Workshops / Seminars	Year
1	MS Office	2018
2	Corporate Governance	2017

Co-curricular / Leisure Activities

Sr.	Description of Activities
1	Reading Books
2	Playing Cricket

Personal Information

Father Name	Akhtar Raza
Nationality	Pakistani
Visa	Resident
Marital Status	Married
Religion	Islam
Language Competency	English, Urdu

References

Will be furnished on request.