

► Imtiaz Ali Siyal

CAREER SUMMERY

I have an intense working knowledge about my professional duties and legal liabilities. I am a good team member with a proven record of coordinating and leading the masses between others and me. I am now ready to secure challenging career in a fast growing institute that offers opportunity for advancement and allows me to utilize my skills to make valuable contribution towards the corporate objectives.

WORK EXPERIENCE

Bank Alfalah Limited Grain Market Branch Hyderabad Customer Relationship Officer (CRO). (04-03-2020 - date)

- Keep updated regarding BAL's policies and procedures, SBP's instructions, relevant Prudential Regulations and ensure their compliance
- Responsible to guide customers about BAL products, bank's policies and requirements regarding different types of accounts
- Replying to customer's queries regarding account opening forms & cheque book issuance etc.
- Account opening/scrutiny of Account Opening form, receipt of initial deposit, input into the system, generation of account number
- To make sure that required KYC documentation, as required under prudential regulations, is obtained, properly kept in record and fed into the system
- To ensure that all specimen signature cards are scanned properly
- Issuance of miscellaneous certificates
- Maintain data of Zakat, Zakat declaration forms, Home Id mail, Dormant accounts and undelivered mail as per prescribed procedures
- Responsible to process and check that all cheque books are delivered in time without any printing error
- Responsible for all account closing as per prescribed procedure and to make sure that applicable charges are deducted and profit (if any) is paid before closure
- Responsible to properly record/file account opening forms as per requirements of Bank's Operational Manual

Bank Alfalah Limited Garden West Branch Karachi Counter Service Officer (06-11-2017 – 03-03-2020)

- Handle Cash related transactions, which include Cash receipts, Payments, Exchange of Denominations, Credit Card Payments, Fee Payments, Cash Advances, Cash Sorting and Utility Bills Receipts as per Bank's policies and procedures with approved TATs.
- Ensure to keep minimum cash over the counter as per designated counter Limit.
- Handle Account Transfers, GL FTs and related transactions as per Bank's policies and procedures within approved TAT.
- Handle home Remittances i.e. Money Gram & Remmitex etc as per Bank's Policies and procedures within approved TAT.
- Handle Clearing/Collection transactions including acceptance of outward cheques and inward (where applicable) as per Bank's policies and procedures with approved TAT.
- Issue Bankers Cheque (PO/DD) as per Bank's policies and procedures within approved TAT.
- Handling of ATMs include balancing, capture cards and settlements as per bank policies and procedures.
- Marking of Stop Payments of cheques as per Bank's policies and procedures with minimize TAT include immediately supervision.



Personal Information

Fathers Name
Ghulam Nabi Siyal

Date of Birth
31.01.1990

Religion
Islam

Nationality
Pakistani

Marital Status
Married

Mailing Id#
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Cell#
+92- 03003093711

Residential Address
**H.2 AL FATEH TOWN NEAR
SUZUKI SHOW ROOM JAMSHORO
ROAD, QASIMABAD HYDERABAD**

ACADAMIC QUALIFICATIONS

Bachelors of Commerce (2nd Division)
University of Sindh - 2012

Intermediate – Pre-Engineering
BISE Hyderabad - 2010

Secondary School Certificate (Science)
BISE Hyderabad - 2008

ACHIEVEMENTS

Trainings

- Fraud Prevention in Branch Operations
- Branch Budget & Profitability
- Banks Liability Products
- Branch Accounting
- Gold Standard Service & Training Program
- Personal Effectiveness
- Advance MS Excel

Key Skills

Professional

- Leadership skills
- Identifying key issues
- Diversity issues
- Budgetary controls
- Behavior management
- Team player
- Information gathering
- Coaching staff
- Influenced management
- Strategic thinking
- Communication skills
- Risk assessment in Decision making
- Sound knowledge & proper usage of Science & Technology

Personal

- Calm
 - Confident
 - Self enhancement
 - Listening skills
 - Influencing skills
 - Caring approach
 - High levels of integrity
 - Passionate
 - Groomed
 - Idealistic
 - Realistic
 - Innovative
 - Creative
 - Advanced
 - Responsible
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