

MUHAMMAD HARIS



Masters in Islamic Banking and Finance
PGD in Islamic Banking and Finance
Bachelor of Commerce

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Location: [Karachi, Pakistan.](#)

D.O.B: [November; 1986.](#)

Objective:

To develop a career as a professional by seeking a challenging position in a progressive organization with an aim to contribute positively towards the organization's objectives to the best of my capabilities, to develop my professional skills for growth within the organization.

Profile:

Experienced bank teller and Information Technology resource, Handle Financial Transactions at high volume, managing deposits, withdrawals, transfer and check to cash; verifying customer identification, signature, and balance information; and open/close accounts experienced during my branch experience. A good team player as well as an individual contributor where necessary.

Qualification:

- **Masters in Islamic Banking & Finance** – University of Karachi – Year 2013.
- **PGD in Islamic Banking & Finance** – University of Karachi – Year 2012.
- **Bachelor of Commerce** – Government Premier College – Year 2009.
- **HSC (Pre-Engineering)** - Govt. Degree Science College Gulshan E Iqbal, Karachi – Year 2006.
- **SSC (Science)** - Metropolitan School, Karachi – Year 2003.

Certifications:

- Certificate in Peach Tree (Accounting Software)
- Islamic Banking Certification programme from FBL
- Branch Services Officer Development Programme from FBL
- New Hire Orientation Programme from FBL

Achievements:

- Star Award for Outstanding Commitment towards Service Quality and Customer experience
- Service Excellence award
- Employee of the quarter award 2021

Job Experience:

- Working in **MCB Bank Limited** as **Infrastructure/IT Support** Officer from September 2018 till date.
- Worked at **FAYSAL BANK LIMITED** as **BSO** from June 2016 till August 2018.
- Worked at **STANDARD CHARTERED BANK** as **O.C.O** from May 2015 till June 2016.
- Worked at **STANDARD CHARTERED BANK** as **Network Engineer** from January 2009 till December 2013.

Personal Traits:

- Excellent Interpersonal Communication Skills.
- Motivated.
- Good Presentable Skills.
- Self-starter.
- Negotiable.
- Sociable.

Job Description in MCB BANK LIMITED as Infrastructure/IT Support Officer:

Infrastructure:

- Responsible for the preventative and re-active maintenance of the premises and facilities of the respective office. To ensure infrastructure is of the required standard; which provides a safe working environment.
- Manage reconciliation of fixed assets as per HO record. Ensure timely execution of write off/addition/procurement of fixed Assets as required
- Ensure timely opening of branches in coordination with GSD and HO.
- Compliance of SBP regulations while shifting of branches
- Work in Branch opening Projects
- Lessening with vendors for branch opening Infrastructure matters and ATM installation
- Responsible to align vendors for branch cabling projects and branch shifting/renovation and new opening branches.
- Manage quotations of vendors for approvals.
- Manage to main suspect entries of ATM via branch.
- Manage same day and CFC cards on TAT time procedure.
- Working on P2P Process of bank for new General and IT equipment's for branch.

Service Quality:

- Working in CRM Module (Complain Management) of our Karachi region branches for the closures of Complaints within TAT time for better customer services.
- Maintain Q-Metic machine of branches to manage customer services.

- Currently working on Issue trackers to minimize the branches SQ related issues by visiting the branches.

Automated Teller Machine (ATM):

- ATM monitoring of our region branches
- Manage ATM uptime as per bank SOP
- Manage the ATM GL of branches
- Align ATM vendors for the rectifications of branch ATM related issues.

Job Description at FAYSAL BANK LIMITED as BSO:

- Managing Bills.
- Pay Orders.
- Credit Cards.
- Cash over the counter.
- Cash deposit, Fund Transfer.
- Cash withdrawal.
- Clearing.

Job Description at STANDARD CHARTERED BANK as O.C.O:

- Managing Bills.
- Pay Orders.
- Credit Cards.
- Cash over counter.
- Cash deposit, Fund Transfer.
- Cash withdrawal.
- Clearing.

Job Description at STANDARD CHARTERED BANK as Network Engineer:

- Custodian of (IT) Help desk.
- Telecom & Network complaints of branches all over Pakistan.
- Co-ordination with vendors.
- Monitoring Network Issues (Hub Monitor)
- Looking after cabling deployment issues. (All over Pak branches).
- RMS Implementer (Software)
- Manage Video Conferencing.

References:

Will be furnished upon request.