

Contact

house no 25 HomeLand Society,
Bahawalpur
923156200444 (Mobile)
muhammad.aliimran444@gmail.
com

www.linkedin.com/in/muhammad-ali-imran-ab782a133 (LinkedIn)

Top Skills

Accounting
Bookkeeping
Bank Reconciliation

Certifications

Diploma in computer applications

Muhammad Ali Imran

Branch Services Officer at Albaraka Islamic Bank
Punjab, Pakistan

Summary

A self-motivated, diligent individual with over Eleven years experience, able to perform a wide range of specialized functions using independent judgment. Able to manage time productively, handle multiple projects simultaneously and perform well under pressure, dependable and goal oriented.

Experience

Albaraka Islamic Bank
Branch Services Officer OG II
June 2019 - Present (3 years 2 months)
Punjab, Pakistan

- Handling of inward & outward clearing, and balancing of main Clearing Account.
- Maintain clearing settlement account with main branch to deal with treasury.
- Maintain clearing settlement accounts of branches for inward & outward clearing.
- Check book issuance to account holder and authorized persons.
- Account opening through fulfilling all required information.

GAOTek Inc.
Social Media Marketing Intern
April 2022 - Present (4 months)
United States

Askari Bank
Branch services officer OG III
October 2016 - June 2019 (2 years 9 months)
Bahawalpur

- Receive & verify cash and endorsements, receive proper identification for cash back, and issue receipts of deposit.
- Examine checks deposited and determine proper funds availability based on regulation requirements.

- Process savings withdrawals.
- Cash checks: verify endorsement, receive proper identification, and ensure validity.
- Refer customers to proper department for issues that cannot be resolved at the teller line.
- Issuance of Pay order, demand draft and backers' checks.
- Handling of inward & outward clearing, and balancing of main Clearing Account.
- Maintain clearing settlement account with main branch to deal with treasury.
- Maintain clearing settlement accounts of branches for inward & outward clearing.
- Check book issuance to account holder and authorized persons.
- Account opening through fulfilling all required information.

Tameer Micro Finance Bank

Operations Supervisor

January 2013 - October 2016 (3 years 10 months)

Arifwala

- Supervising daily operations of organization.
- Develop productive, profitable and achievement oriented working environment for employees.
- Develop and maintain operational guidelines for staffs.
- Coordinate with Area Operation Manager in different operational issues and promotional activities.
- Ensure to Reconciled the balance on POS and Teller then Closed.
- Ensure to all registered are properly maintained on daily basis.
- Evaluate current operational strategies and recommend improvements.
- Keep educated on all deposit, business, and consumer loan products.
- Ensure the branch and vaults are opened and closed on a timely basis.
- Generate operational reports for management as needed.
- Timely loan Disbursement

To achieve multiple option of work regarding TAMEER MICRO FINANCE BANK Policies.

Halcyon Global Pvt Ltd

Accounts Officer

March 2007 - August 2010 (3 years 6 months)

Lahore

- # Report Writing.
 - # Record Keeping.
 - # Inventory Management.
 - # Payroll Management.
 - # Manual Book keeping
 - # Maintain The Status of Creditors on Monthly Basis
 - # Preparing of journal And Adjustment Voucher
 - # Receiving and Checking the Parties Bills.
 - # Preparing Bank and Cash Payment and receipt Voucher
 - # Understanding Reconcile The Parties Bills
 - # Maintain The Manual Party Ledger
 - # Maintain The Manual Cash and Bank Book.
 - # Preparation and Disburshment of salaries,Overtime.

 - # Handling IncomeTax ,and prepair Return of Income tax
 - # Preparing the Bank Reconciliation Statement.
 - # Vocher Checking All Types.
 - # Stock Taking
- To achieve multiple option of work regarding HALCYON BLOBAL PVT. LTD.
Policies

Education

Virtual University of Pakistan

Master of Business Sciences, Business/Commerce, General · (2016 - 2018)