**MUHAMMAD ATIF**

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| Current Address: | House # 345, Block C AWT Housing Society, Kohat Road, Peshawar. |

**OBJECTIVES:**

Aim to work in an organization that provides me challenging tasks and a dynamic environment, helping me in learning and executing my job in a better way.

* **WORK EXPERIENCE**

# COORDINATOR OPERATIONS OFFICER (OG-II)

**NRSP Microfinance Bank Ltd. – (July 2022 – Till Date)**

**My key Responsibilities;**

* Sole Customer Dealing
* Govt. / Private Departments & Organizations Dealing
* Branch Supervisions
* Cash Supervision
* Daily base Entries supervision
* Customer’s quires solutions
* Keeping all branch record
* Preparing monthly Bank Reconciliation Statement (BRS)
* Preparing monthly stationary balancing (Cheque Books, ATMs, Pay Orders (P.O), Demand Drafts (D.D), Islamic Certificates, etc.)
* Daily Conversation with Head Office about branch & customer matters.

# HUMAN RESOURCE OFFICER

# Air University, Islamabad – (February 2020 – July 2022)

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**My key Responsibilities;**

* Preparing job descriptions, advertising vacant positions, and managing the employment process.
* Orientating new employees and training existing employees.
* Monitoring employee performance.
* Ensuring that all employees are organized and satisfied in their work environment.
* Overseeing the health and safety of all employees.
* Implementing systematic staff development procedures.
* Providing counselling on policies and procedures.
* Ensuring meticulous implementation of payroll and benefits administration.
* Communicating with staff about issues affecting their performance.
* Ensuring accurate and proper record-keeping of employee information in electronic and digital format.

# SENIOR CUSTOMER SERVICES OFFICER (OG-II)

**NRSP Microfinance Bank Ltd. – (February 2016 - March 2019)**

**My key Responsibilities;**

* Sole Customer Dealing
* Govt. / Private Departments & Organizations Dealing
* Branch Supervisions
* Cash Supervision
* Daily base Entries supervision
* Customer’s quires solutions
* Keeping all branch record
* Preparing monthly Bank Reconciliation Statement (BRS)
* Preparing monthly stationary balancing (Cheque Books, ATMs, Pay Orders (P.O), Demand Drafts (D.D), Islamic Certificates, etc.)
* Daily Conversation with Head Office about branch & customer matters.
* **CASH OFFICER (OG-III)**

**United Bank Ltd. (AMEEN) Islamic Banking – (January 2015 – January 2016)**

**My key Responsibilities;**

* Cash Counting & Handling
* Cash Entries
* Doing Cash entries and reported to Branch Operation Manager (BOM)
* Cash Balancing
* Bookkeeping
* Preparing Balance Sheet
* These all work is done and reported to Branch Operation Manager (BOM) on daily bases.

* **Junior Clerk (BPS-12 Contract)**

**The University of Agriculture Peshawar – (January 2011–January 2014)**

**My key Responsibilities;**

* **In the Meeting Section of the University**
* Preparing Meeting Syndicates
* Keeping all record of candidates who apply for the post
* Doing Short Listing with the help of Assistant Registrar
* Feedback & informing the candidates through Email & Telephonic who successfully selected for test & Interview etc.
* **In Establishment & Accounts Department of the University**
* Preparing Monthly Salary of the University all staff
* Preparing a list of retired staff of university & keeping all record about his service
* Typing all notification about university who give the Spdt: Establishment & Accounts.

* **In Secrecy (Accounts) Deptt: of the University**
* Preparing all Lecturers bill who perform duties & checking the papers during University Exam
* Paid Salaries to Secrecy staff with the help of support: Secrecy (Accounts)
* Supervision & keeping all records of deposit slips of the student’s exam fee.

# Assistant Accounts Officer

**Khyber Group of Colleges – (August 2009 – December 2010)**

**My key Responsibilities;**

* Collection of fees from college students
* Doing entries in the college software
* Keeping all accounts record about college students • Daily cash balancing
* Monthly Closing etc.

# Trainee Accountant

**Khyber Medical Centre – (February 2009–August 2009)**

**Six months Internship**

* **Final Year Project**

In the final year project did work on the **“Relationship of HR practices with job satisfaction in Telenor Sector”**

* **EDUCATION**
* **Master’s in Business Administration (MBA - HRM)**

City University of Science and Information Technology, Peshawar,

**(The year 2010 – 2012)**

* **Bachelors in Commerce (B.Com)**

Khyber College of Commerce & Management, Peshawar,

**(The year 2006 – 2008)**

* **Diploma in Commerce (D.Com)**

Muslim College of Commerce & Management, Peshawar,

**(The Year 2004 – 2006)**

* **Board of Intermediate & Secondary Education (Matriculation)**

Govt. High School Peshawar (Arts), **(2004)**

* **SKILLS & ABILITIES**
* **Computer Skills:**

**MS Office (Excel, Word, Outlook & PowerPoint)**

Organization Software’s (Flex cube, Oracle & Peachtree, AutoCAD, Oracle) Fast Typing Skill 35wpm

* **Extra-Curricular Activities:**

Playing Cricket & Badminton

Participated in Pakistan Sports Board’s Summer Camp of Cricket Travelling & Hiking

* **Communication & Leadership:**

Strong Communication Skills, Time Management, Multitasking,

Works Well Under Pressure Attention to Detail Stakeholder Engagement Negotiation Management.

* **LANGUAGES:** Urdu (Native), English, Pashto.

* **REFERENCES:** Will be furnished on demand.

**Thank You**

**Muhammad Atif**