

Curriculum Vitae

MUHAMMAD AYAZ

S/O SAID NAWAZ



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Personal Information

Date of Birth: 03-Sep-1989

Marital status: Married

Nationality: Pakistani

CNIC: 17301-2738316-1



Hobbies

Running/Fitness Exercise,
Sports

Talk shows/ Movies,



Languages

English

Urdu

Pashto

OBJECTIVE:

To elevate my career into a leadership role with a Professional & Progressive firm utilizing my interpersonal and analytical skills, in an environment that fosters innovation, challenge, and promotes professional as well as personal growth.

EDUCATION:

QUALIFICATION	BOARD/UNIVERSITY	SESSION
MBA	Preston University Peshawar	2015
BBA (Hons)	Sarhad University Peshawar	2012
F.Sc	BISE Peshawar	2008
S.S.C	BISE Peshawar	2006

CURRENT POSITION:

Consumer Loans Processing Officer at The Bank of Punjab Since August 2013.....Continue

Job Descriptions to Perform the Role:

- Analyzing and Processing Auto Finance Cases.
- Analyzing and Processing Personal Loan Cases.
- Settlement of Auto Finance and Personal Loan Cases.
- Maintaining Auto Finance & Personal Loan Regional-KPK portfolio
- Keep Proper Record of NOCs & Security Documents
- Keep record of Insurance Claims & Policies.
- Keeps and updates the Vehicles Registration Record, Original Excise Files, and Original Registration Books etc.
- Booking & Delivery of Vehicles
- Proper Documentation & Keep Record of Release and Repossessed Default Vehicles
- Keep Record & follow Up of all Dispatched Files/Documents
- Proper entry of in-ward & outward mails.
- Any other assignment given by the Supervisor

Internship as Account Assistant in WAPDA since January 2013 to June 2013.

Job Descriptions to Perform the Role:

- Preparing Cash Payment Vouchers, Bank Payment Vouchers and Journal Vouchers together with complete supporting documentation for payment of different loans and subsequent recovery thereof.
- Preparing salary of the employees and other short-term consultant and ensure timely payment of salaries by the last date of every month.

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- Working and Processing of Employee related annual benefits.
- To Assist the Manager Finance in preparation of work plans, budgets and financial plans.
- Preparing income tax statements on monthly, quarterly and annually basis.
- Preparing Manpower data and monthly Reports & Returns each month.
- Liaison with banks & financial institutions for investment of funds.

PROFESSIONAL SKILLS AND ABILITIES

Highly motivated, energetic, positive with a 'can do' attitude
Enthusiastic team player with remarkable problem solving, interpersonal, communication & organizational skills.

Excellent in providing a competitive advantage to the products by exploring opportunities with various entities a strong negotiator with an efficient multi-tasking skill.

COMPUTER SKILLS

- ✚ Microsoft office, Excel, PowerPoint.
- ✚ Internet Surfing, and other informative web resources.
- ✚ Peachtree

REFERENCES:

- ✚ Will be provided if required.