

# MUHAMMAD ASIF ALI

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DOB: 18-12-1987

ADDRESS: MUHALLA RAJPOOTAN TOWN DUNGA BUNGA TEHSIL AND  
DISTRICT BAHAWALNAGAR.



## **ACADEMIC QUALIFICATION:**

M. Com Finance	Hailey College of Commerce, University of The Punjab, Lahore	2010	74%
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## **INTERNSHIP IN SUMMIT BANK LTD LAHORE (01<sup>ST</sup> JUL 2010 TO 01<sup>ST</sup> SEP 2010)**

2 months Internship in MyBank Ltd Wahdat Road Branch Lahore before its merger with SUMMIT Bank Ltd later in 2010.

## **CASH OFFICER HABIB BANK LTD. (11<sup>th</sup> Aug 2011 to 30<sup>th</sup> Apr 2014)**

### **RESPONSIBILITIES:**

- Responsible of SOD.
- Cash Sorting, handling and punching in Mysis software.
- Home remittance proceeding and payment.
- Local Bank clearing as well as OBC.
- ATM cash feeding and balancing.
- Responsible for other transfer voucher other than cash.
- Responsible for balancing accounts with NBP on daily basis.
- Responsible for clearing with other banks on daily basis.
- Responsible for TT and online payment to other banks via HO Karachi.

## **MANAGER OPERATIONS FINCA MICROFINANCE BANK (May 2014 to Aug 2018)**

### **RESPONSIBILITIES:**

- Managing cash requirement of the Branch in liaison with HO.
- Implementation of HO circulars.
- Responsible for supervision of all operations functions
- Supervise custody and record keeping
- Supervise branch administration related work
- Ensure service delivery within the agreed turnaround time.
- Ensure all operations staff is aware of internal and external regulatory framework.
- Ensuring resolution of compliance observation/audit reports.
- Ensure timely reporting of different periodical statements.
- Supervision of all Financial, Non-Financial Entries in Hplus Software.

### ***MANAGER OPERATIONS NRSP MICROFINANCE BANK (Aug 2018 to Apr 2020)***

#### **RESPONSIBILITIES:**

- Managing cash requirement of the Branch in liaison with HO.
- Implementation of HO circulars.
- Responsible for supervision of all operations functions
- Supervise custody and record keeping.
- Supervise branch administration related work.
- Ensure service delivery within the agreed turnaround time.
- Ensure secure maintenance.
- Ensure all operations staff is aware of internal and external regulatory framework.
- Ensuring resolution of compliance observation/audit reports.
- Ensure timely reporting of different periodical statements.
- Supervision of all Financial, Non-Financial Entries in Flex cube/Oracle Software.

#### **TRAININGS:**

- 4-Weeks Training of Retail Banking and Services Marketing at HBL Corporate Centre Lahore in OCT 2011.
- 2-Days Training of Service and Quality Management at HBL Regional Head Quarters Bahawalpur.
- 1-Day workshop of Territory Management at HBL Corporate Centre Lahore.
- 2-Days training of Employees service skills enhancement & service upgrading attitude by Learning & Development Dept. of HBL.
- 4 days training of Branch Leaders Skill Enhancement arranged by NIBAF at SBP Building in Sep 2016.

***STORES INCHARGE CRESCENT STEEL AND ALLIED PRODUCTS LTD (NOV 2020 to PRESENT)***

**RESPONSIBILITIES:**

- Supervision of Purchase Requisition as well as Purchase Orders in system as per production needs time to time.
- Responsible for sending error free daily inventory situation report to HO officials.
- Monitoring Local, Standard and Planned Purchase Orders in system as per material ordered.
- Strong liaison with Supply Chain HO about upcoming scrap/Ferro LC's and refractory items shipments.
- Viewing In and Out of Stores Materials, Watching Material Requisitions Inspection, Issuance & Transacting out process.
- Booking GRN for local goods as well as Imported Raw Materials in system and process to Finance for payment.
- Maintaining Records for Local Scrap and Imported LC's received on daily basis.
- Responsible for Physical Inventory balancing with System.
- Making strong liaison with Logistic and Production Team Especially with LC, Imported Scrap and Ferro Alloys balancing.

**REFERENCES:**

Will be furnished upon Demand.