

CURRICULUM VITAE

CAREER OBJECTIVE:

Keen to find a challenging position in a progressive organization that offers early responsibility in return for enthusiasm innovation and a commitment to achieving goals and experience objective in Profitable way.

PERSONAL INFORMATION:

Name: Muhammad Waqas
Father's Name: Muhammad Akram
Date of Birth: 02-04-1995
CNIC No: 35501-0325492-3
Nationality: Pakistani
Religion: Islam
Marital Status: Single
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Current Address: House No.270 C Block Sabzazar Scheme Multan Road Lahore.

QUALIFICATION:

Degree	Division	Year	Board/University
B.A	2 nd	2022	Allama Iqbal Open University.
DIPLOMA IN COMPUTER SCIENCE	1 st	2014	Innovative computer college.
I.com	2 nd	2012	B.I.S.E Lahore
Matriculation	2 nd	2010	B.I.S.E Lahore

COMPUTER SKILLS:

MS OFFICE

- Report writing using computer software/s
- Ms Office (Word, Excel,)
- Internet, E-mail.
- Management information system.
- Finance information system.

LANGUAGES:

Experience:

CSC EMPOWERMENT AND INCLUSION PROGRAM.(Micro Finance NGO)

Currently working as a **Branch Manager** From December 2017 to TILL DATE.

Key Responsibilities:

- Manage all types of MIS financial.
- Maintain Recovery reports & Ledgers.
- Cash Handling.
- Bank dealings & Reconcile with banks.
- Maintain Office Expense & salaries accounts.
- Maintain Reports relating procurement & disbursed.
- Ensuring that the tills balance up at the end of the day.
- Processing all incoming payments received by mail, fax and email.
- Handling all cashier related enquiries from customers.
- Staff training and portfolio management.
- Supervision and meet targets according to policies.
- Dealing with clients, verifications and group meeting.

NRSP UPAP (Micro Finance NGO) working as a **FAMO** From 2015 to 2016.

Key Responsibilities:

- Achievements of recovery and disbursement targets
- Smoothness of problematic portfolios
- Daily meetings and training with clients
- Cash collections and deposit in bank
- Meet recovery targets according to commitment
- Well insured the loan utilization of clients.

Achievements:

- I am awarded in Branch Manager Development Program from CSC Empowerment & Inclusion Program.
- I have appointed as Trainer from Entire Branch Managers of CEIP to train my juniors at Head Office Level.

Extra-Curricular Activities:

Member of the social welfare society

Readings Books & Magazines

Reference:

- Will be furnished upon request.