

IQBAL SHARIF

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Visa: Employment Transferable

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Postal Address:

Flat # 13 BLDG # 03 Abha Street Zone 25 Al Mansoura Doha Qatar.

**Career Objective**

I am a banking Professional looking for a job in reputable organization with challenging atmosphere and professional work environment, where I can utilize my previous operation, superior customer service and selling skills as well as an opportunity for career growth and advancement.

Area of Interest:

Finance, Sales & Customer Service

Professional Skills

- Excellent Retails Banking Operations, Sales and Customer Service skills.
- Strong computer skills, specially relating to Banking and Finance
- Proficient in Microsoft word, Excel and power point.

Professional Experience (11 years)

Currently working as an Accountant (Gen) in Thurath Al Ateeq Contracting Qatar.

Branch Manager (Retails Banking)

United Bank Limited Pakistan (Jun 2006 to June 2017)

Duties and Responsibilities:**Sales:**

- Sales of Retails banking products (personal loans, debit/credit cards and certificates of deposit (CDs), TDRs) etc
- Worked well as a team member and assisted Area manager with special projects.
- Responsible for deposits growth and branch business.

Operations:

- Generation of various MIS reports in branch, housekeeping processes inclusive of start of day, day end and transfer of CDB data to Head Office
- Responsible for preparation and repairing of Head Office Extracts.
- Responsible to maintain bank reconciliation statement.
- Opening of all type deposit accounts, their maintenance and

record keeping.

- Ensure transfer of all taxes and other dues to govt. treasury in time.
- Responsible for all online transactions and to keep balance all customer and GL accounts.
- Transfer of all collection accounts in time and service charges recovery.

❖ **Bills & Remittances:**

- Lodgment and settlement of Outward Bills and Local bills for Collections.
- Collection & feeding of Utility bills and their fund transfer to main account.
- Issuance/cancellation of Demand Draft, cashier Cheques and pay orders.
- Responsible for proper handling of CMT and collection accounts and regular transfer of funds from collection accounts to main accounts.

❖ **Cash:**

- Prompt collection and payment of cash according to finance rules & bank procedures
- Ensure cash supply and reconciliation of daily cash entries.

Education

- M.B.A Finance 2006 - CECOS University Pakistan
- Degree Attested by Higher Education Commission & Foreign Ministry of Pakistan

Languages

English, Arabic, Urdu and Pashto

Read, Write, Speak

Trainings and Skills

- Commercial Banking officer training from National institute of banking and finance Islamabad Pakistan.
- Branch Manager training from UBL Islamabad Pakistan.
- Account opening training from UBL Peshawar Pakistan.
- Collection management training from UBL Islamabad Pakistan.
- Certificate in PH-tree Accounting.

Awards and Achievements

- Won several cash awards as branch manager.
- Sales and Customer Service champion.

Personal Details

- Nationality Pakistani
- Marital Status Married
- Date of Birth April 15, 1979
- Passport AQ5129083

References

Available on request