

Aijaz Ali Amin

**Building no 80 1st Floor Room no 2,
Street 11 Salmiyah Yousuf-Al-Badar Street,
Block # 10, Kuwait.**

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PROFILE:

To have a challenging career at a progressive organization where I can build up & enhance my professional and personal aptitude and also generate new customers to the bank with respect to deposit mobilization and Bancassurance

ACADEMIC QUALIFICATIONS:

Bachelors in Computer Science (BSC)	2005
Isra University, Hyderabad – Sindh (1 st Division)	
Intermediate (Pre-Engineering)	2001
Cadet College, Sanghar, Hyderabad – Sindh (2 nd Division)	
Matriculation (Computer Science)	1999
Cadet College, Sanghar, Hyderabad – Sindh (B Grade)	

PROFESSIONAL QUALIFICATION

- Attended 4 months "**Banking Training Program**" organized by Soneri Bank Limited.
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PROFESSIONAL EXPERIENCE

Wacken Hut Pakistan Limited Cash Supervisor

March 2022- October 2023

- Cash sorting
- Receiving of CDM cash
- Cash sorting of CDM
- Sending and receiving cash from different banks
- Making daily cash position at day end

General Banking Officer (GBO)

Soneri Bank Limited, Bahadurabad, Branch

July 2007 – February 2019

- Inward and Outward Clearing
- Cash Management
- Online Transaction
- Clearing Settlement with other branches
- Country wide Clearing Settlement with Treasury Department
- Account Opening
- Remittances (PO)
- Weekly, Monthly, Bimonthly, Statements
- Deposit Mobilization (Current/Saving/Fixed Deposits)
- Withholding Tax
- Handling Banking software (Sonaware/.NET)

PROFESSIONAL ACHIEVEMENTS

- I have personally marketed customer and have injected deposit of Rs. 80.000 Mn at our Bahadurabad Branch.
- In this current year 2017, I have sale Bancaassaruace of Rs. 2.300 Mn for which I have also awarded a Prize of 18 gram Gold Coin.
- I have sale more than 5 Cars this year through Car Finance Product

PROFESSIONAL EXPERIENCE (PREVIOUS)

Administrative Officer

Al-Azhar Academy

August 2005 – July 2007

- Editing and formatting of documents.
- Entering date and information
- Preparing Receipt of Payment

- Handing over Document
- Monitoring Staff Attendance

COMPUTER/IT SKILLS:

- *MS Office (Word, Excel, PowerPoint, Outlook)*
 - *Inpage (Urdu Software)*
 - *Internet Browsing and Emailing etc.*
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PERSONAL PROFILE:

- ***FATHER'S NAME:*** *AMIN HAJI*
 - ***Civil ID:*** *283060809103*
 - ***D.O.B:*** *JUNE 8th 1983*
 - ***PLACE OF BIRTH:*** *KARACHI*
 - ***RELIGION:*** *ISLAM*
 - ***NATIONALITY:*** *PAKISTANI*
 - ***MARITAL STATUS:*** *MARRIED*
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REFERENCE:

Available upon request