

RESUME



PERSONAL INFORMATION

Name	Mohammed Raheel Jahangeer	Father's Name	Mohammed Asghar Ali
Date Of Birth	October 25, 1990	Marital Status	SINGLE
Age (Years)	25	NIC Number	42401-9591922-9
Nationality	Pakistani	Next Of Kin	Mohammed Asghar Ali (+92-300-9235201)
Passport Number	DD8109221	Skype	rls_829
Languages	URDU, ENGLISH	Cellphone number	+92-345-9092929
Address	House no 170, Street no 01, Mohammed Mustufa Colony, Sector 11½, Orangi Town, Karachi		
Email Address	muhammadraheeljahangeer@gmail.com		

ACADEMIC AND PROFESSIONAL EDUCATION

S.N	To(Year)	Educational and Professional Certificates/Diplomas/ Degrees	Name of School/Institute/College/University	Course Undertaken
1	2014	B.Com (Bachelor of Commerce)	University of Karachi	UoK KARACHI
2	2008	HSC (Higher School Certificate)	Board of Intermediate Education Karachi	BISE KARACHI
3	2006	SSC (Secondary School Certificate)	Board of Secondary Education Karachi	BISE KARACHI

WORKING EXPERIENCE

Employer's name	SONERI BANK LIMITED (SBL)
Designation	REMITTANCE OFFICER
Duration	From January 2019 to Date
Job description	<p><u>CENTRALIZED REMITTANCE UNIT (CRU)</u></p> <ul style="list-style-type: none"> ✓ Handling Inward Remittance on daily Basis. ✓ Preparing daily treasury reports for inward remittance. ✓ Coordinating with branches for resolving queries and discrepancies via email and telephonically. ✓ Maintaining and reviewing the daily MIS reporting regarding IFTT. ✓ Maintained daily MIS reporting concerning outward remittances. ✓ Prepared daily treasury reports for outward remittance.

Employer's name	UNITED BANK LIMITED (UBL)
Designation	OFFICER CPU
Duration	From December 2017 To January 2019
Job description	<p><u>HRC-HOME REMITTANCE CELL (TEZRAFTAAR)</u></p> <ul style="list-style-type: none"> ✓ Handling Inward Remittance on daily Basis. ✓ Co-ordinate with Local and International Remitting Bank and Exchange Company's. ✓ Update and rectify customer's details on inward remittance error on Bank's Own Operated Software. ✓ Reconcile and make reports on daily basis. ✓ Implementation of system enhancement to increase efficiency in Home Remittance processing structure. ✓ Rectify and update MT-199 SWIFT Messages. ✓ Find out customers' requirements and fulfill customers' needs in timely manners. If any issues of Home Remittance products arise, immediately provide alternate resolution to the customers and fix the product issues sharing and working with I.T. Team. ✓ Ensure to make best relationship with HRC clients and promote to our product features. ✓ Exclusively handling and monitoring all Inwards PRISM transactions & refer to the concern Banks in the day end & give them TAT & after given TAT also cancel and refund the referred transactions back to the concern Bank(s) ✓ Performing UAT (User Acceptance Testing) during system enhancement/new product launch.
Employer's name	FULCRUM (UNITED BANK LIMITED - UBL)
Designation	OFFICER CPU
Duration	From November 11, 2015 to December 2017
Job description	<p><u>ACCOUNT OPENING (November 11, 2015 to August 31, 2016)</u></p> <ul style="list-style-type: none"> ✓ Update, Rectify and resolve daily Customer Information received from Different Branches through more than 1500 Branches all over the Pakistan. ✓ Open accounts on Daily Basis which are received from different Branches all over the Pakistan. ✓ Maintain backup data. ✓ Maintain the Daily Record ✓ Also working in different projects which are assigned by VP, SVP, STF (Special Task Force). ✓ Report to VP, SVP in the day end. <p><u>HRC-HOME REMITTANCE CELL (September 01 2016 to December 2017)</u></p> <ul style="list-style-type: none"> ✓ Handling Inward Remittance on daily Basis. ✓ Co-ordinate with Local and International Remitting Bank and Exchange Company's. ✓ Update and rectify customer's details on inward remittance error on Bank's Own Operated Software. ✓ Reconcile and make reports on daily basis. ✓ Rectify and update MT-199 SWIFT Messages. ✓ Look after all Transactions of Inward which Transmitted through SBP new implimended software called PRISM. ✓ Maintaining Data of PRISM on daily basis. ✓ Co-ordinate with different Banks about PRISM related Transactions, like amendment, cancellation, pending due to different reasons, refund upon their cancellation requests and on pending dead line over.

Employer's name	PRIME HR (K-ELECTRIC)
Designation	BACK OFFICE EXECUTIVE (B.O.E)
Duration	From July 1, 2013 To August 16, 2015
Job description	<ul style="list-style-type: none"> ✓ Create new databases in consistency with the desired analytical capabilities. ✓ Maintain the databases. ✓ Analyze the data for the desired output and error elimination. ✓ Ensure the accuracy and transparency of data. ✓ Produce reports on prescribed formats. ✓ Maintain backup data. ✓ Keep abreast with the advancements in the field of data management. ✓ Maintenance Data Backup ✓ Report any exceptions to GM ✓ Plans and schedules and implements complaints inspection; Monitors results. ✓ Familiarizes self with written policies, forms and operating procedures. Interprets policies and assures their proper application by the CC inspection officer ✓ Performs such other duties as may be directed.
Employer's name	PROFESSIONAL EMPLOYERS PVT. LTD. (K-ELECTRIC)
Designation	BACK OFFICE EXECUTIVE (B.O.E)
Duration	From September 25, 2011 to June 30, 2013
Job description	<ul style="list-style-type: none"> ✓ Create new databases in consistency with the desired analytical capabilities. ✓ Maintain the databases. ✓ Analyze the data for the desired output and error elimination. ✓ Ensure the accuracy and transparency of data. ✓ Produce reports on prescribed formats. ✓ Maintain backup data. ✓ Keep abreast with the advancements in the field of data management. ✓ Maintenance Data Backup ✓ Report any exceptions to GM ✓ Plans and schedules and implements complaints inspection; Monitors results. ✓ Familiarizes self with written policies, forms and operating procedures. Interprets policies and assures their proper application by the CC inspection officer ✓ Performs such other duties as may be directed.
Employer's name	AWAMI SANITARY MART (CHINA CERAMIC CENTER)
Designation	COMPUTER OPERATOR IN ACCOUNTS DEPARTMENT
Duration	From November 12, 2008 to November 25, 2010
Job description	<ul style="list-style-type: none"> ✓ Monitoring complete GL & Inventory (Computerized) system. ✓ Reporting to concern GM
TOTAL EXPERIENCE (YEARS)	7.5 YEARS EXPERIENCE & CONTINUE