

# SAIRA NAWAZ

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SUKKUR

## OBJECTIVE

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To obtain a challenging and rewarding position in a dynamic organization for becoming a potential contributor in the applied field by using my skills and experience in required areas for the enhancement and enrichment of self-capability and providing accurate, timely and desired results to the organization.

## SKILLS & ABILITIES

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- Office Management
- Interpersonal & Communication Skills
- Corporative Team Member
- Team work & data Management

## EXPERIENCE

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| Oct 2020- Sep 2021  | <b>Branch Operation Manager</b><br><b>JS Bank Limited, Kashmore Branch</b> <ul style="list-style-type: none"><li>• Responsible for Monitoring, Voucher Checking, ATM replenishment and implementation of all required Policies &amp; Procedures as per SBP SOP's.</li></ul>  |
| April 2017-Oct 2020 | <b>Branch Operation Manager</b><br><b>Askari Bank Limited, Kashmore Branch</b> <ul style="list-style-type: none"><li>• Monitor and Analyze Customer data to ensure compliance as per standards of SBP</li><li>• Responsible for employee's supervision, training scheduling and cash Management.</li><li>• Managed risk associated with daily compliance and monitor discrepancies</li></ul> |
| Jan 2017-April 2017 | <b>Account Opening Officer</b><br><b>Askari Bank Limited, Kandhkot Branch</b> <ul style="list-style-type: none"><li>• Dealing with different types of individual and Corporate accounts</li></ul>  |
| July 2016-Dec 2017  | <b>General Banking Officer</b><br><b>Askari Bank Limited Qasimabad Branch, Hyderabad</b> <ul style="list-style-type: none"><li>• Worked in Customer dealing and remittance department</li></ul>  |

## PROFESSIONAL TRAININGS

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| 15 Aug 2016-27 Aug 2016 | <b>Branch Banking Training</b> <ul style="list-style-type: none"><li>• Two weeks General Banking Operations training held @ Askari Bank Training Academy Karachi</li></ul> |
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22 June 2015- 10 July 2015

**Internship @ Pakistan International Airlines (PIA)**

15 days internship Program @ Finance department PIA head office  
Karachi

10 Nov 2014-9 Mar 2015

**Training On Office Management Skills**

Four Months training @ Khawaja Institute of IT @ Karachi

**EDUCATION**

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YEAR	QUALIFICATION	INSTITUTION
2015	Bachelor's @ Business Administration (Finance)	Institute Of Business and Technology Karachi
2011	Intermediate in Science (BISE Karachi)	Bahria College Karachi
2009	Matriculation in Science (BISE Karachi)	The American Foundation Secondary School Karachi

**PERSONAL INFORMATION**

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Date Of Birth : 24/11/1993

Husband Name : Sajid Hussain

Cnic # 42201-4415456-6

Domicile : Karachi