Muhammad Tabish Shahzad

Cell No.	0300-8139616
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Career Objectives:

A Micro finance expert with an exceptional track record with micro finance institution, highly motivated, solution oriented, innovative, optimistic, with positive mental attitude, seeking a challenging and professionally rewarding financial institution/sales oriented organization to contribute accrued expertise towards the qualitative enhancement of the organization.

Personal Information:

Father Name	Muhammad Ashraf
Date of birth	02-Jan-1988
Marital Status	Married
CNIC No.	31205-6915772-3
Nationality	Pakistani
Permanent Address	Chak No. 16 DNB Tehsil Yazman District Bahawalpur.

Professional Experiences:

- ➢ Payroll Administrator (1 Apr 2024 to Till Continue)
  Work in the Al Noor Mady Care Hospital as a Payroll Administrator

Roles and Responsibilities:

- Tracking and Recording Transactions
- Processing Payables and Receivables
- Invoicing Customers or Clients
- Contributing to Financial Statement Preparation
- Quality Control and Accuracy Checks

- ➢ Assistant (1 Apr 2023 to 31 Mar 2024)
  Work in the Ministry of Food Securities and Research as a Assistant in plant protection department.

Roles and Responsibilities:

- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.

- ➢ Credit Risk Officer (7 Oct 2017 to 27 March 2023) NRSP Microfinance bank limited

Roles and Responsibilities:

- ❖ **Business Growth**

Identify potential customers and ensure the quality clients for business growth. Ensure risk mitigation in sale, service and delivery to customer. Ensure effective and standardized internal control, and report as per NRSP Bank policies and SBP regulation.
Main Objective was risk control and monitoring of case processing.

❖ **Profitability**

Maximize revenue generation contain cost of running the branch and ensure branch profitability though sustainable business growth.

❖ **Staff Development**

Develop staff performance on NRSP Bank products/processes and ensure refreshing staff knowledge. Also ascertain the training and development needs of staff, beyond branch capability and recommended them for appropriate courses in order to close skill gap.

Assistant Producer Unit Manager (2015 to 2017) (WWF)

Job Objectives:

❖ Provide effective in development and execution of strategies and plans applicable to the Unit and contribute toward overall Foundation. Responsible for growing strategy, plans and initiatives and identification of opportunities through new channels particularly in under-developed areas.

Roles and Responsibilities:

a. Prepare and send vouchers of all expenses of the project office in ACCPAC.
b. Prepare and send monthly cash and bank reconciliation reports.
c. Prepare and forward monthly funds requisition on time.
d. Keep petty cash and Maintain cash book.
e. Prepare project's financial report on monthly basis.
f. Will be responsible of Tax deduction, deposit and online uploading of tax statement.
g. Make salaries payments of short term, Part time staff according to rules and regulations.Regular monitoring and verification of form advisory service by field Facilitators to Farmers.
h. Technical Back stopping field Facilitators.
i. Ensure BCSS requirements adoption at farm level.
j. Conduct fortnightly Feedback at PU Level.
k. Facilitate FF and PU Manager for documentation/ reporting.
l. Record Keeping of his field activity in his field diary.

Achievements:

a) Employee of the Month Award June 2018 in NRSP Micro finance Bank.

Education Profile:

B.Com

- Islamia University of Bahawalpur

M.Com

- Islamia University of Bahawalpur

Certificates & Diploma:

a) Diploma of Computer Application from TEVTA

b) Training Certificate in Credit Risk Management in Islamic Banking.

c) Certificate of Training from Islamic Microfinance.

d) Certificate of Training of Prudential Regulations for Microfinance Bank.

Skills:

c) Fluent in reading, writing and speaking English, Urdu, Saraiki and Punjabi.

d) Strong Communication and inter personal skills.

e) Having abilities of team building, leadership, negotiation, analytical thinking, creative and crisis management.

f) Strong passion and zeal with lofty vision and ideas.

g) Having human resource development and management skills.

h) Proficient in MS Office.

Areas of Interest:

a) Computer Application

b) Sales & Marketing

c) MSME/Agri Credit

d) Social/ Development sector

Reference:

Adequate references will be given on demand.