

CURRICULUM VITAE

Samavia Munir D/o Muhammad Arshad Munir



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OBJECTIVE:

To join a reputed organization where I can enlighten my capabilities by performing challenging assignments and thus can help the organization in achieving its strategic objectives.

WORKING EXPERIENCE

1: Currently working as Lecturer in Business Administration (University of Education Lahore Multan Campus) from 15 August, 2012 to date.

2: Lastly Working in the Bank of Punjab as Management Trainee Officer (M.T.O) from 4 January 2009 to 14 August, 2012.

3: Worked in Internship program offered by State Bank of Pakistan (Central Bank of Pakistan) for 45 Days, offered to the position holders in the University

Major Responsibilities at University of Education Lahore

- Teaching assignment
- Internship Supervisor
- Research project Supervisor
- Presiding officer
- Head examiner of Qualifying Exams
- Member of Admission Committee

Major Responsibilities at BOP

- Manage the operations of the Branch and ensure that operating standards, customer service and Bank's image are maintained at acceptable levels and continuously improved upon for supporting business growth of the bank.
- Create a framework to establish accountability of smooth operations, monitor and control of overall operation activities, with a view to motivating, recognizing and rewarding over subordinates.

- Overall supervision and checking of daily, weekly, monthly, quarterly and yearly of operations matter i.e. reports, documents, vouchers, reporting and account etc. to ensure strict compliance.
- Timely rectification of Audit observations and making of action plans thereof to avoid the repetition of the same.
- To ensure that branch score good Audit ratings at all time.
- Review of systems and controls on a regular basis, identifying bottlenecks and control weaknesses with a view to achieving improvements, in liaison with Operations, Information Technology and Compliance department.
- Ensure that departmental activities are carried out strictly in accordance with the laid down procedures/processes, and SBP/Compliance guidelines.
- Timely rectification of Audit observations and formulate plans thereof to avoid the repetition of the same.
- Control over A/Cs opened with exception , resolving exceptions through follow up.
- Strategy to minimize operational and financial risk
- Implement all service related initiatives such that cash handling, money transfers, issuance of pay-orders & drafts, collection Items, maintenance of cheque books & ATM Card and all other counter-specific products and services are provided with the highest standards.
- Supervise the overall operation of the Branch Service functions; scrutinize daily transaction vouchers, computer reports; and ensure rectification if required in any transaction are up-to-date.
- Manage staff performance by providing coaching, regular feedback encouragement and two way open communication.
- Assist staff from other areas with their duties.
- Ensure that staff must avail their mandatory annual leaves (minimum) in a calendar year.
- Ensure that staff successors are available in the branch

TRAINING AND DEVELOPMENT

- Six week training in training center Lahore on Basics of Banking and Customer Services January 2009.
- Six week training in State Bank of Pakistan.

PROFESSIOINAL EDUCATION

- **B.Ed from Allama Iqbal Open University**

EDUCATION

DEGREE/ COURSES	INSTITUTE	YEAR	RESULT
MS(BA)	Bahaudin Zakariya University Multan.	2016	Silver Medalist
MBA	Bahaudin Zakariya University Multan.	2009	Gold Medalist
M.Sc(Mathematics)	Bahaudin Zakariya University Multan.	2005	1 st div
B.Sc	Bahaudin Zakariya University Multan.	2002	1 st div
F.Sc	D.G Khan Board	2000	1 st div
Matriculation	D.G Khan Board	1998	1 st div

Distinctions

Gold Medalist In MBA

Silver Medalist In MSBA

PERSUITS

- Building social capital, accepting challenging assignments.

Teaching Experience

Research Projects	BBA
Business Research Methods	BBA
Financial Management	MBA 3.5
Strategic Finance	MBA 1.5
Business Finance	BBA
Financial Management	BBA
Financial Statement Analysis	MBA 1.5
Audit	MBA 1.5
Business Mathematics	BBA
Business Statistics	BBA
Personality Development	BBA
Investment and Portfolio Management	BBA
Operations and Production Management	BBA
Money and Banking	BBA
Marketing Management	BBA
Principles of Management	BBA