

RESUME

Muhammad Ahsen Gulzar



PERSONAL INFORMATION:

D.O.B: 02-02-1977
CNIC #: 38403-2269415-5
Marital Status: Married
Nationality: Pakistani
Address: House # 1115 Lane # 2, Block C, Sector 4
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ACADEMIC QUALIFICATIONS:

<u>Degree/Certificate</u>	<u>Institution</u>	<u>Main Discipline(s)</u>
MA	Govt. F.C College Lahore	English Literature
BA	Govt. College Faisalabad	English Lit.
FA	Govt. College Faisalabad	English, Economics

PROFESSIONAL:

LL. B	Quaid-e-Azam Law College Sargodha	Laws
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COMPUTER SKILLS:

Certificate of IT Beginners	Logix College of IT & Business Studies Sargodha	MS Office, Windows
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CAREER OBJECTIVE:

To work with aggressive and motivated team of professionals seeking goals for future and to apply professional and academic knowledge to challenging tasks leading to growth and development of organization and career development, preferably in the fields of law, banking, office-management, high profile secretarial back up, public relating, etc.

LEGAL PRACTICE (JAN. 2012 – PRESENT)

I have been practicing as an advocate in District Courts Sargodha since 2012 to date. My practice covers the area of civil, criminal and family cases being a lawyer in District Courts Sargodha. I have been enrolled as a lawyer of High Court since 28-06-2015 and have got license of Punjab Bar Council to plead anywhere in Pakistan.

LEGAL SKILLS:

- Written and oral communication
- Case preparation
- Legal research
- Client representation
- Negotiation and settlement
- Documentation
- Mediation
- Time management
- Critical thinking

BANKING EXPERIENCE (FEB. 2007 TO DEC. 2011)

My working experience covers the field of general banking specially in cash department, operations, and customer relationship etc. in the following banks:

ABN AMRO Bank Limited, Sargodha.
The Royal Bank of Scotland, Sargodha.
NIB Bank Limited, Sargodha/Rawalpindi.

Largely my banking experience covers a wide range of expertise in General Banking Operations as in Cash, ATM (Replenishment, Queries, and Customer's Complaints etc.) Clearing, Remittances, Foreign Remittances, Local/Online Postings and Transfers, Supervisions etc.

- Cash Department In-charge.
- Local Receipts & Payments Supervision.
- Online Receipts & Payments Supervision.
- Online Transfer Posting & Supervision.
- Online Posting Supervision & Foreign Remittances.
- Clearing & Collection Posting & Supervision.
- ATM Replenishment & Handling of Captured Cards.
- Handling of Customer's Complaints & other Cash Department's Issues.

EXTRACURRICULAR ACTIVITIES:

- Studies in Current Affairs.
- Internet Surfing.
- Social Welfare.

LANGUAGES:

- English (Advanced)
- Urdu (Advanced)
- Punjabi (Advanced)

REFERENCE:

Can be provided if required.