

Murtazain Raza
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Position	Executive Assistant	Name	Murtazain Raza
Grade	AVP	Employee No	1183
Job function	Functional & Administrative Support	Date of Joining in HBZ	02 January 2020 (Permanent/Contd.)
Report to	Regional CEO	Zone/Division/Office	HBZ - Group Office

Role Objective	
8To coordinate and extend complete administrative and operational support to the office of the Regional CEO – Emerging Markets in order to ensure operational efficiency and effectiveness with reference to all liaison with internal and external stakeholders.	
Technical Competencies	Behavioral Competencies
<ul style="list-style-type: none"> • Excellent at Microsoft Office (Word, Excel, PowerPoint) • Proficient on Virtual Platforms (Zoom, WebEx, Google Meet etc.) • Good letter/email/message drafting skills 	<ul style="list-style-type: none"> • Excellent coordination & administrative Skills • Good communication (written and verbal) & networking skill • Good interpersonal skills • Positive and collaborative attitude
	Education <ul style="list-style-type: none"> • MA from University of Karachi.
Experience:	
Around 15 years of experience of assisting a Senior C-Suite Executives (President / CEO / GMs / Zonal Heads).	

Responsibilities

1. Manages and maintains well-organized up-to-date calendar, for the Line Manager while meticulously ensuring meeting schedules across different time-zones.
2. Ensures a proper follow up on the matters at hand for completion / closure.
3. Prepares and processes expense claims while ensuring the timely payment receipts.
4. Coordinates all travel schedules for the Line Manager; makes all necessary logistical and accommodation arrangements for travel both domestically as well as internationally.
5. Prepare itineraries for travel; collates and assembles all required meeting materials to compile a Travel Folder.
6. Dispatches / Communicates the required memos/letters to relevant stakeholders, within assigned timeline.
7. Assists the Line Manager through timely collection of data from respective stakeholders with effective collation, compilation and communication pertaining to the same.
8. Manages inward and outward mail and communications as per the protocols of the office while at the same, being agile to respond to instant queries from all relevant stakeholders, under the instructions of the Line Manager.
9. Ensures harmonious professional coordination and relationship with all internal and external stakeholders.
10. Identifies the priorities of the Line Manager’s time in order to foster the appropriate use of and adjusts schedules to meet pressing deadlines, and ensures the avoidance of timeline conflicts to address urgent issues.
11. Any additional task or given by the Line Manager.
12. Look after the office; manages, controlling the correspondences, maintaining filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.

HABIBMETRO BANK
CE OFFICE

Position	Assistant to President & CEO	Name	Murtazain Raza
Grade	AVP	Employee No	1183
Job function	Functional & Administrative Support	Date of Posting in HabibMetro Bank	02 January 2012 – 02 February 2018 03 February 2018 – 31 December 2019
Report to	President & CEO	Zone/Division/Office	CE Office

Role Objective

To coordinate and extend complete administrative support to the office of the President & CEO in order to ensure efficiency and effectiveness with reference to all liaison with internal and external stakeholders.

Technical Competencies

- Excellent at Microsoft Office
 - Word
 - Excel
 - PowerPoint
 - Outlook/IBM/Notes/framework
 - N-Computing and SUNDE devices covering CBG workgroups etc.
- Good letter/email/message drafting skills

Behavioral Competencies

- Excellent coordination & administrative Skills
- Good communication (written and verbal) & networking skill
- Good interpersonal skills
- Positive and collaborative attitude

Education:

MA from University of Karachi.

Experience:

Around 15 years of experience of assisting a Senior C-Suite Executives (President / CEO / GMs).

Responsibilities

- To facilitate the senior management with key input or strategy / governance concern and result oriented tasks.
- To establish a proper MIS mechanism to monitor and facilitate senior management with business target of zones/bank's southern and northern region. Management of Branches under Area Office for Branch Operations, Service Quality, and Business development both for deposits/advances and profitability along with HR Management at Zone/Area Level.
- o provide direction and guidelines to teams within his/her domain to improve workflows, operational efficiency and quality services across branches and business segments.
- Dedicate efforts in way of achievement of overall goals assigned with reference authority to Potential and Performance and support/elaborate target plotting in head offices level. Followup on projects Key Performance Initiatives timelines, relating to Central Bank that is, State Bank of Pakistan like Credit, Compliance departments.
- Develop MIS towards communicate Banks Branches/ Area-wise and Zone-wise budget target. Manages various special projects for CE some of which have many organizational impacts. Organize and creates acknowledgement letters from the President correspondence. To ensure continues process reviews of efficiency and plan accomplishment to support systems and efficient processes in operation unit of bank.
- Preparation and follow-up on Board and Board Sub-Committee papers. Preparing power points presentations for the CEO relating to internal Summit and Management meetings and also for external presentations.
- Provide full secretarial support to CEO / CEO office.
- Follow-up on issues marked by CE relating to; Credit, Trade, Operations, Audit, HR, etc. Liaise with internal and external clients for arranging meetings Maintenance of CEO diary of engagements, arranging interviews of

candidates for hiring. Maintenance / follow-up of CEO e-mail account. Undertake any other duties as assigned by the undersigned. Ability to prioritize and manage own workload amid conflicting demands and busy work periods. Coordinate travel and accommodation requirements in connection with Visa issues others and timely ensure arrangements as per requirement.

- Perform a wide variety of highly responsible administrative support duties for business, including; maintain departmental calendars – schedule/reschedule meetings, field e-mails, & phone calls requesting meetings, handle meeting conflicts & prioritization issues. Handle business travel – book travel arrangements, coordinate meeting schedule, prepare travel & expense reports.
- Filter general information, queries, phone calls (i.e. Take and relay accurate and timely messages from telephone callers, and answer queries), and Filter invitations to the CEO by redirecting or taking forward such contact as appropriate. Communicate issues: Compliant, internal and external client (essential) queries, Communicate SBP letter/circular, and Courts cases forwards to concerned HoDs to handles timely. Communicate with representative of Board Meetings: HMB, HBZ and Country Offices for arranging meetings. Develop and maintain good working relationships at all levels. Responsive administrative, organizational, logistical service to the CEO, helping him to manage and prioritize his time.
- Arrange large group meetings and conference calls – schedule meetings with all parties, book meeting rooms & call-in numbers, arrange special meeting facilities (food, multimedia, etc.), send meeting confirmation e-mails, prepare & distribute meeting materials
- Handle departmental mail – pre-sort & prioritize, respond to simple and immediate requests. Typing and preparing documents – utilizing Microsoft Word, Excel. Access and PowerPoint (letters, schedules, presentations, database management. Application of independent judgment, confidentiality and discretion is required and be an instrument on behalf of the Company with any third party unless expressly approved in writing by the Company.

Responsible for gathering relevant information and prepare periodic MIS covering the following:

- HPLUS (GLOBAL) Groupwise, Entity-wise, Branch-wise customers position for Credit Approvals.
- Date-wise maintains electronic register of above mentioned HMB groupwise & entitieswise consolidate statement of Customer-wise trade for showing CBG purposes. Group/entities accounts: average utilization report. MIS for CBG, Head Office i.e. Actual position of export (foreign/Local), Import (foreign / Local), total trade business, remittances, Number of accounts and LG business. Date-wise maintains / Monitor electronics register of zone's zones performed
- Command over the use of computer softwares applications like Blackberry Outlook Express, Word Processing (Ms. Word), Spreadsheets, Presentations, Database and Graphics like Microsoft Word, Ms. Excel, Ms. Power- Point etc.
- Good knowledge of system hardware using CBG Server E5200 (Physical Access extension), N-Computing and SUNDE devices covering CBG workgroups.

Periodic Duties / Reports

- Daily Position - Deposit & Advances HMB
- Monthly Performance Review Reports
- Deposits, Profits, Business, Target-Wise Report
- Comparative Annual Reports
- Consolidate Branchwise Report
- Excess Rate Deposit Position
- All Northern Region and Foreign Exchange - Markup Reviewal etc.
- Composed routine correspondence reports
- Upgrade Implementation and Documentation. Computation of computer inventory manages.
- Providing MIS for HO purposes.
- Monitor and process the credit proposals regarding credit facilities for fresh limits, renewals, excess over limit, letter of credit, letter of guarantees, etc.
- Prepare comments on Monthly Advances Statements.
- Follow-up and assist SEVP with regard to Special Audit of top Group Borrowers (Due Diligence Collateral), preparing and updating of E-Records and following up with concerned Managers / Executives, for regularization. Monthly advances statement of Zone 2, Main Branch Karachi.

HABIBMETRO BANK
CBG OFFICE

Position	Assistant to Corporate Head/GMs	Name	Murtazain Raza
Grade	Chief Manager/OG-I/OG-II/OG-III	Employee No	1183
Job function	Functional Support	Date of Joining	04 May 2004 – 31 December 2016
Report to	Corporate Head/GMs/Zonal Heads	Zone/Division/Office	CBG Corporate Banking Group/Zones

Responsibilities;

- Responsible for gathering relevant information and prepare periodic MIS covering the following;
- HPLUS Interbank Software Groupwise, Entity-wise, Branch-wise customers position for Credit Approvals.
- Date-wise maintains electronic register of above mentioned HMB groupwise & entitieswise
- Maintain consolidate statement of Customer-wise trade for showing CBG purposes for Group/entities accounts: average utilization reports.
- MIS for CBG, Head Office i.e. Actual position of export (foreign / local), Import (foreign / Local), total trade business, remittances, No. of accounts and LG business. Date-wise maintains / Monitor electronics register of zone's consolidated statement for performance review reports/ comparative statement.
- Arrangement of latest e-CIBs request for our corporate banking group of corporate entities provide in-time and check all details follow-ups with HMB CRMG (e-CIB) Department.
- Any officials work assigned by the assessing officer; issuance of statutory notice whenever directed.
- Command over the use of computer softwares applications like Blackberry Outlook Express,
- Word Processing (Ms. Word), Spreadsheets, Presentations via Microsoft Word, Ms. Excel, Ms. Power- Point etc.
- Good knowledge of system hardware using CBG Server E5200 (Physical Access extension), N-Computing and SUNDE devices covering CBG workgroups.

Periodic Duties / Reports

- Daily Position – Deposits, Advances HMB Zonal Monthly Performance Review Reports.
- Deposits, Profits, Business, Target-Wise Report, Comparative Annual Reports.
- Consolidate Branchwise Report
- Excess Rate Deposit Position
- All Northern Region and Foreign Exchange - Markup Reviewal etc.
- Composed routine correspondence reports
- Upgrade Implementation and Documentation. Computation of computer inventory manages.
- Providing MIS for HO purposes.
- Monitor and process the credit proposals regarding credit facilities for fresh limits, renewals, excess over limit, letter of credit, letter of guarantees, etc.
- Prepare comments on Monthly Advances Statements.
- Follow-up and assist SEVP with regard to Special Audit of top Group Borrowers (Due Diligence Collateral), preparing and updating of E-Records and following up with concerned Managers / Executives, for regularization. Monthly advances statement of Zone 2, Main Branch Karachi.
- Officiate as substitute secretary to CE secretariat when called.

HABIBMETRO EMPLOYMENT DETAILS FROM YEAR 2004 TO 2021 CONTD ...

1. **January 2020 to Present . . .** **Assistant Vice President AVP + Executive Assistant to Regional CEO**
Parent Group's Office i.e. Habib Bank AG Zurich, Head Office, HBZ Group GM Office, HBZ Plaza, 4th Floor, Karachi www.habibbank.com
2. **January 2018 – December 2019** **AVP and Assistant to President & CEO**, Habib Metropolitan Bank Limited. at CE Office, Head Office, Karachi www.habibmetro.com
3. **January 2012 – December 2017** **Chief Manager & Assistant to President & CEO**, Habib Metro Bank, Ltd. at CE Office Karachi
4. **January 2010 – December 2011** **Manager MIS-Corporate Banking Group Head**, HabibMetro Bank, Karachi
5. **January 2008 – December 2009** **Officer Grade I, Corporate Banking Group**, HabibMetro Bank Karachi
6. **January 2007 – December 2008** **Officer Grade II, South/North Region Group**, HabibMetro Bank Karachi
7. **January 2006 – December 2007** **Officer Grade III, Southern Region Credit**, HabibMetro Bank Karachi
8. **May 2004 – December 2005** **Junior Officer**, Zone Credit's Group, Habib Metropolitan Bank Karachi

EDUCATION:

- **2009: M.A.** Economics Degree, Second Division, University of Karachi.
- **2001: B.S.** Bachelor of Science in Computer Science Degree, 3.43 CGPA.
- **2001: B.** Brain Bench's Online Exam Qualified System and Application Operating at www.brainbench.com
- **1997: D.C.S.** Diploma of Computer Science, qualified in Dec 1997.
- **1997: N.C.S.** National Cadit Course work qualified in Dec 1997.
- **1997: F.Sc.** Government College For Men Nazimabad, HSE 1997, Science Group, 2nd Division.
- **1995: S.Sc.** Karachi Board, Secondary School Education 1995, Science Group, 1st Division.

EXPERIENCE, KNOWLEDGE AND SKILLS;

Experience

- Vast knowledge in Microsoft Outlook Express, Microsoft Office, applications and other related office HPlus inter-bank office software
- Demonstrate experience in an administration / executive assistant / PA Role in a highly pressurized environment requiring fact, judgment and discretion in handling internal and external contacts (essential).
- Experience of diary management (essential).
- Experience of successfully working with senior management *(essential).

Knowledge

- Proficient with the IT applications.
- Expert level in use of outlook.
- Expert level in the use of Ms. Word, Excel, and Power-point.

Skills (all essentials):

- Excellent communication skills and ability to professionally represent the CE's Office.
- Ability to work under pressure and be flexible as part of a small team.
- Attention to detail and deadlines.
- Ability to filter information and assess priorities.
- Ability to develop and maintain good working relationships at all levels, including during difficult or challenging circumstances.
- Ability to prioritize and manage own workload amid conflicting demands and busy work periods.
- Ability to think ahead and anticipate needs before they arise.
- Ability to exercise discretion in dealing with confidential or sensitive matters.
- Confident and able to work on own initiative and with limited supervision.
- Interpersonal communications and & computer skills Ms. Office.

PERSONAL PROFILE:

- National Identity ID 42101-8162138-1
- Nationality Pakistani
- Marital Status Married
- Date of Birth 17-06-1980