



RAHIM ALI AHMAD

Date of Birth: Feb 3, 1988

Domicile: Karachi, Pakistan

Cell No.: 0507123839

WhatsApp No.: +92 322 3954992

Email Address: rahimnathani@gmail.com

Mailing Address: Flat #604 Luta Building, Al-Musalla, Sharjah UAE

Objective:

Reliable, hardworking individual with over fourteen years of branch sales and operations experience. Obtain a challenging leadership position applying creative problem solving and fine management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

Working Experience:

- ✓ Working in MCB Bank Ltd as a Branch Manager, FVP. (June 2022 – to date)
- ✓ Worked in United Bank Ltd. as a Branch Manager, AVP. (Jan 2020 – June 2022)
- ✓ Worked in Soneri Bank Ltd. as a Branch Manager, AVP. (April 2019 – Jan 2020)
- ✓ Worked in Habib Bank Ltd. as a Branch Manager. (November 2015 – March 2019)
- ✓ Worked in Summit Bank Ltd. as a Branch Manager (October 2014- November 2015)
- ✓ Worked in Soneri Bank Ltd. as a Branch Operations Manager, Branch Manager (officiating) (August 2008-October 2014)

Responsibilities as a Branch Manager in Different Banks:

- ✓ To participate in deposit mobilization and all other banking products.
- ✓ Ensure implementation of compliance and AML policies.
- ✓ To achieve sales targets, assign by the management.
- ✓ Help business unit to meet their business targets by providing proactive operational support.
- ✓ To maintain high level customer standards, improve turnaround time and promptly attend to customer's complaints and take remedial action.
- ✓ Ensure strict adherence to SBP prudential regulation relating to operational activities.
- ✓ Monitor income and expense variances.
- ✓ To process credit proposal and managing branch credit portfolios.
- ✓ Approve and sign all the negotiable instruments and vouchers generated in the branch.
- ✓ Check and approve account opening form for opening of accounts.
- ✓ Recommend assignment of appropriate access levels to the system users within the branch as per matrix.
- ✓ Assign objectives to direct reports and evaluate performance. Recommend high performers for rewards and counsel marginal performers.
- ✓ Provide job description to all operational staffs.

- ✓ Ensure timely preparation and submission of all operational reports and other statements/returns.
- ✓ Security of branch fixed assets and maintenance of premises and other fixtures.
- ✓ Identify training needs and recommend the training courses to the staffs for enhancing their professional efficiency.
- ✓ Ensure adequate controls are in place to allow for continuation of business in most efficient manner.
- ✓ Ensure no exceptions are allowed by compromising on basic controls and compliance policy.
- ✓ Maintain close interaction with head office.
- ✓ Exercise expense control. Identify potential areas for cost savings.
- ✓ Any other work/project assigned from time to time.

Education:

- ✓ Master of Commerce Regular (Finance) from University of Karachi.
- ✓ Bachelor of Commerce from University of Karachi.

Professional Qualification:

- ✓ Associateship of Institute of Bankers Pakistan in 2017, (AIBP)
- ✓ Junior Associateship of Institute of Bankers Pakistan in 2012, (JAIBP).

Achievement:

- ✓ Won Bancassurance Summer Gala Sales Campaign in MCB.
- ✓ Received Cash Awards on passing different stages of JAIBP.
- ✓ Won GERMANY Bancassurance Sales Convention in Summit Bank Ltd. In 2015.
- ✓ Won SOUTH AFRICA Bancassurance Convention in Soneri Bank Ltd. in 2014.

Professional Banking Certificates

- ✓ Operational Banking Training Program.
- ✓ AML/ KYC Compliance.
- ✓ Foreign Currency Accounts Operations.
- ✓ Treasury Operations for Manager.
- ✓ Achieving Customer Satisfaction.
- ✓ MS Excel for Credit Analysis & Reporting.
- ✓ Business Continuity Plan & Operational Risk.
- ✓ Credit Securities Documents.
- ✓ Attend Three Days Workshop on Credit at IBP.

Skills:

- ✓ Cooperative and inspirational team leader.
- ✓ Possess good written and oral communication skills.
- ✓ Self-motivated and able to work hard.

Computer Skills:

- ✓ MS office (Word, Excel, Power Point).
- ✓ Internet & E-mail.

Languages:

- ✓ Fluently speak, write and read English and Urdu.