



Muhammad Faizan

SUMMARY

Communication and relationship management professional with strong background enhancing cross functional collaboration. skilled In establishing strong channels of communication between department.

WORKEXPERIENCE

Operation Manager

United Bank Limited

karak, Pakistan

September 2021-Present

- Fostered positive relationships with customers to maximize satisfaction, retention and experience.
- Elevated customer satisfaction rating by providing speedy resolutions.
- Provided leadership to develop business plan and promote organizational vision.

Operation Manager

karak, Pakistan

Habib Bank Limited sep 2018 to Aug 2021

- Supervising Overall transaction.
- Account opening .
- Dormant account Activation.
- ATM machine Operation and Cash management .
- Salary Disbursement .

Intern- Accounts Department

Kohat Textile Mill

Aug 2017 - Aug 2018

- Assist management in day-to-day operations
- Maintain and Manage General office administrative tasks
- Cross-checking in voices with payments and expenses to ensure accuracy

EDUCATION

BBA (Hons)

2014 – 2018

Kohat University of Science and Technology (KUST), Kohat Pakistan

Fsc pre Eng

2011

2013

BISE Kohat

MATRIC

2008

2010

BISE KOHAT



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Al Quasis Dubai



Male

D.O.B

22 Sep 1995

SKILL HIGHLIGHTS

- Adaptability
- Collaboration
- Communication
- Decision Making
- Leadership
- Multitasking
- Problem Solving

LANGUAGES

- English
- Urdu
- Pashtu

Trainings & Certifications

- Aml Cft
- Attended trainings based on career counselling