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## EDUCATION

Executive MBA: Banking & Finance

**University of Management & Technology**, Lahore, Pakistan, Pakistan

Bachelor of Arts  
**Government Degree College**, Bahawalpur, Pakistan, Pakistan

## LANGUAGES

### English

Fluent

### Urdu

Fluent

### Punjabi

Fluent

# NADEEM ASLAM

## PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## WORK HISTORY

January 2009 - August 2023

**MCB Bank Limited - Operations Manager**, Jahania, Pakistan

- Maintaining and monitoring all branch operational matters.
- Providing the full information to the customers on Account Opening and maintaining by following the KYC policies.
- Providing information to the client regarding the existing products.
- Supervise all ATM matters.
- Maintaining record of cheque books & ATM cards.
- Training new joiners and providing routine training to existing staff.
- Handling Cash deposits and withdrawals including cheque deposits.
- Maintaining daily cash inflow report and recording data for daily closing.
- Developed, recommended and implemented strategies to improve employee work quality and speed.
- Met new and existing clients to negotiate contracts and grow business.
- Built and nurturing lasting relationships with internal and external C-level executives for business success.
- Utilised up-to-date information to make effective decisions governing bank operations.
- Encouraged and supported career growth for employees by promoting management internal staff members.
- Provided direction and leadership to all employees to maximise productivity and bottom-line profitability.
- Introduced customer-focused service platform to retain and grow new business relationships.
- Managed cash flow by collecting and depositing payments into bank accounts.
- Cross-sold investment and financial consulting services to clients for increased profits.

## SKILLS

- Computing Skills - MS Office, SPSS,
- Due diligence

Email.

- Deadline-driven
- Customer service-oriented
- Staff training
- Revenue generation
- Team building.
- Interpersonal skills
- Meticulous attention to detail
- Administration strength
- Inventory control
- Process improvement strategies
- High-pressure environments
- Briefings
- Security knowledge
- Sales proficiency

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## INTERESTS

Reading, Playing Cricket, Watching Movies.

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## VISA STATUS

Tourist Visa

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## REFERENCES

Reference will be furnished on demand.