

Adnan Naeem

Banker

A Banker with 8 year experience in banking sector. Having expertise in retail and operation departments. With this experience and educational background of finance wants to work for a suitable position with a reputable organization.



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WORK EXPERIENCE

Manager Operation

The Bank of khyber Pakistan

09/2021 - Present

Achievements/Tasks

- Deal with internal/external/SBP audit teams & compliance officers in a professional manner and ensure compliance of their observations in effective and timely manner.
- Prepare and submit statements/reports to the concerned Division/Department at head office SBP with due date.
- Ensure the balancing of all the books of accounts (including the cash and transfer entries)
- Promoted from Officer to Operations Manager after 4 years of dedicated service, demonstrating strong leadership and exceptional performance.

General Banking Officer

The Bank of Khyber Pakistan

07/2017 - 09/2021

Achievements/Tasks

- Transfer and remittance of securities like demand drafts, payments orders and call deposit receipt.
- Cash deposit Incharge, account opening and online payment and receipts.
- Cheque book and ATM card keeping and issuance,
- Inward/outward clearing, intercity and outward bill for collection.
- Income tax and other tax handling.

Loan officer

Khushhali Micro Finance Bank Limited, Pakistan

01/2016 - 07/2017

Achievements/Tasks

- Implements activities related to enrolment of potential MSME Loan borrowers.
- Develop and analyze the socio-economic and financial statements of customers in order to access the financial soundness of the business and his repayment capacity.
- Summarize necessary documents due to enrollment in loan issue and prepare loan package.

EDUCATION

MBA (Finance) 3.5 years

COMSATS Institute of Information Technology
Pakistan

2011 - 2015

Bachelor in Commerce

Government College of Commerce, Pakistan

2010 - 2011

SKILLS

Temenos Transact Core Banking Software

U -Bank Software

Loan work bench software

Microsoft power point

Microsoft Excel

Microsoft Word

Cash Management

Bank Reconciliation

Maintain Account Books and Financial Statements.

Communication

Analytical Problem Solving

Team Player

LANGUAGES

English

Professional Working Proficiency

Urdu

Full Professional Proficiency

INTERESTS

Sports

Fashion

Fitness