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Dubai,AE

## HOBBIES

- PLAYING CRICKET
- TRAVELING
- RIDING BIKE
- TRAVELING
- PLAYING CARDS

## LANGUAGES

English



Urdu



Pushto



# MUHAMMAD RIZWAN KHAN

## SUMMARY

A skilled Banking Relationship Manager with proven track record of strong connection between clients and institute. Experienced in understanding client's needs and ensuring exceptional customer services. Adept at building and maintaining long lasting relationship with clients. Exceptional communication and interpersonal skills enable effective client engagement and successful achievement of both individual and institutional objectives.

## Career Experience

ORGANIZATION	POSITION	DURATION
MEEZAN BANK LTD	RELATIONSHIP MANAGER	OCT 2020-PRESENT

## Key Responsibilities

### Outline

Manage and Develop Relationship with Non-resident Pakistan for Leading Bank of Pakistan, Meezan Bank LTD. Handled a portfolio totaling Rs 15 billion.

- Managing Relationship with the high net worth customers for day to day banking business.
- Managing Relationship with high net worth customers in developing sales strategies & implement them.
- Identifying customers banking needs, offering tailored financial solutions, and ensuring exceptional customer services.
- Maintaining high standard of performance through exceptional customer services.
- Made financing proposals and negotiated terms for loans, leases, and other financial services

### Key Achievements

- Rewarded Best RM Trophy and certificates for the Year 2021,2022 and 2023.
- Maintaining a portfolio over 4 billion PKR comprised of 30% portfolio of the team.
- Accomplished car financing targets and surpassing RS 100 million in year 2021, 2022 and 70 million for the year on 2023.
- Managing a portfolio of mutual funds value at Rs-300 million.

ORGANIZATION	POSITION	DURATION
MEEZAN BANK LTD	PERSONAL BANKING MANAGER	April 2016 – Oct-2020

## Key Responsibilities

### Outline

Manage and develop commercial client relationships for leading Pakistan Bank, Meezan Bank LTD, coordinating a portfolio of clients and corporate accounts with combined assets of Rs 110 million.

- Develop and maintain long-term relationships with clients, acting as a trusted advisor and ensuring customer satisfaction
- Identify opportunities to upsell banking products and services to increase revenue and profitability for the bank
- Analyze client financial statements and forecasts, identifying potential

## **Key Achievements**

- Contributed in almost all segments especially in Car ijarah, I disbursed 08 vehicles totaling to Rs. 9 million.
- Managed investment of amount 13 million in Mutual funds
- Improve branch customer retention by 15%

ORGANIZATION	POSITION	DURATION
Pearl Securities Ltd	Assistance FX dealer	April 2015 – April 2016

## **Key Responsibilities**

### **Outline**

Worked as an Assistant Dealer FX and money market for year. Where I have earned rich experience of Money Market, Foreign Exchange and Treasury Dealing With Commercial banks.

- To Deal with Bank Islami, National Bank, Silk Bank and Brunei Investment Treasury Front Desk.
- Day to Day Money Market Dealing
- Day to Day Foreign Currency Dealing

## **Education**

Year	Major	Board/Institute
2018	Advance Certification In Shariah Standard's	IBA
2017-2018	Master In Islamic Banking And Finance	University Of Karachi
2016-2017	Post Graduate Diploma	University Of Karachi

## **SKILLS**

### **SOFT Skills:**

- Excellent communication and interpersonal skills
- Strong analytical and problem-solving abilities
- Ability to manage multiple tasks and deadlines Goal-oriented, with a strong focus on customer satisfaction and relationship building
- Strong attention to detail and accuracy Ability to work independently and as part of a team.
- Customer portfolio management
- Leadership
- Portfolio Management

### **IT Skills:**

- Microsoft Office (Word, Excel, PowerPoint, and Outlook) Specially MS-Excel: Pivot table and Chart, Reference, IF and THEN function, Financial Function like FV, PV, PMT, NPER, Rate, different Depreciation methods, etc.
- Internet and E-mailing.