



Adnan Naeem

Dedicated and detail-oriented Accountant with 8 years of experience in the banking sector, specializing in retail and operations. Proven expertise in financial reporting, auditing, compliance, and bookkeeping. With this experience and educational background of finance wants to work for a suitable position with a reputable organization.



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Abu Dhabi, United Arab Emirates



Visa Status: Visit Visa



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SKILLS

Temenos Transact Core Banking Software

U-Bank Software

Loan work bench software

Microsoft Excel

Microsoft Word

Bank Reconciliation

Cash Management

Financial Statements Reporting.

Analytical Problem Solving

Customer Services

Quickbooks

LANGUAGES

English
Professional Working Proficiency

Urdu
Native or Bilingual Proficiency

INTERESTS

Cricket

Fitness

WORK EXPERIENCE

Manager Operation The Bank of Khyber

09/2021 - Present

Pakistan

Achievements/Tasks

- Deal with internal/external/State Bank 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/State Bank with due date.
- Ensure the balancing of all the books of accounts (including the cash and transfer entries)
- Rectification of outstanding Audit observations
- Promoted from Officer to Operations Manager after 4 years of dedicated service, demonstrating strong leadership and exceptional performance.
- During my three years as a Manager Operations, i successfully managed operation department without any outstanding observations or issues.

General Banking Officer Workplace/Company

07/2017 - 09/2019

Pakistan

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.
- During an account opening officer, I achieved the yearly account opening target, showcasing a results-oriented approach.

Loan Officer Khushhali Micro Finance Bank Limited

01/2017 - 07/2017

Pakistan

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.
- After disbursement of loan, implement its monitoring in compliance with internal legal regulations of the bank until the whole maturity of the loan.

EDUCATION

MBA (Finance) 3.5 years COMSATS Institute of Information Technology

2011 - 2015

Pakistan

Bachelor in Commerce Hazara University

2010 - 2011

Pakistan