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Date of birth 05/14/1994
International City, Dubai, UAE
Single
Pakistani
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Languages

English



Urdu



(Native)

Hindi



Interests

- Learning new skills
- Gaming
- Traveling
- Watching movies
- Driving
- Cricket



Fahad Shahbaz

Accountant/ Administrator

Financial reporting, Accounting, Foreign Currency Dealings, Business administration, Cash handling, Customer dealing

Profile

With an executive MBA from the Virtual University of the Pakistan and a B.com in accounting and finance, I have a strong educational foundation for my role as the branch manager at HBL Currency Exchange, the largest currency exchange company in Pakistan.

I have been leading the daily operations, accounting, and customer service of the branch for more than five (5) years, managing a team of 10 staff members and handling transactions worth over \$10 million per month. I have ensured the efficiency, accuracy, and security of the branch, as well as its compliance with the regulatory and legal requirements. I have also contributed to the growth and profitability of the company by increasing the customer retention rate, reducing the operational costs, and enhancing the quality of service.

I am passionate about doing my job and delivering the best service to our customers, partners, and stakeholders. I am always eager to learn new things and improve my performance, and I value teamwork, integrity, and innovation. My goal is to grow with the company and contribute to its success and vision.

Education

- **MBA (Master's in business administration)**
From September 2018 to October 2021
The Virtual University of Pakistan Sialkot, PB, Pakistan
- **B. Com (Bachelor's in commerce)**
From March 2016 to March 2017
The University of the Punjab Lahore, PB, Pakistan
- **FSC (Faculty of Pre-Medical)**
From March 2013 to June 2014
Govt. Islamia College civil lines Lahore, PB, Pakistan
- **Matriculation (Faculty of Science)**
From March 2010 to May 2011
Govt. Islamiya Public High School Sialkot, PB, Pakistan

Computer skills

Microsoft Office
Word, Excel, PowerPoint

ERP Softwares
QuickBooks, Xero

Foreign currency Exchange software
Wallsoft (Wx4xsys)

Web designing Languages
HTML, CSS, Java script, PHP

Skills

- Passionate about work
- Customer dealing
- Foreign Exchange Trading
- Foreign currency expert
- Microsoft office
- Book keeping
- Financial accounting
- Time management
- Team Leading
- Bank reconciliation
- Cash handling
- Account receivable
- Account payable
- Excel, Word, Power point
- Financial analyst
- Quick learner
- Pay attention to work
- Good Communicator

Work experience

Branch manager

From January 2019 to February 2024

HBL Currency Exchange Sialkot, PB, Pakistan

- Financial report analysing, Budgeting, forecasting.
- Keep records of financial transactions and maintained customers data in CRM system.
- Maintained Accounts Payable (AP), Account Receivable (AR), Payroll, Bank reconciliation, Financial reports, Budgeting, Monthly, Quarterly, Annually Reports preparation.
- Keep KYC, compliance, company policies and regularities my first priority.
- Directed day-to-day work of 10 employees and motivated teams to exceed objectives
- Set team performance goals and monitored progress to encourage attainment
- Performed monthly and quarterly employee performance appraisals.
- Interviewed and hired talented individuals.
- Conducted regular branch staff meetings to communicate goals and objectives.
- Maintained detailed records of branch office activities.
- Oversaw all aspects of branch management, including sales, revenue and policy enforcements.
- Self problem solving of customers.

Business Development Officer

From March 2016 to September 2018

Allied Bank Limited (ABL) Sialkot, PB, Pakistan

- Meet and exceed monthly and annual sales target objectives
- Ensure strict adherence to all KYC, Compliance policies and other processes as stipulated
- To be familiar with all policies, products and processes to ensure superior client on boarding experience
- To proactively participate in Learning, Development and training programmes of the bank in order to be an effective sales personnel
- Ensure penetration in the market through focus on New To Bank acquisition as well as solicit existing clientele
- Do proper analysis of the case and provide all related information of the customer after the field visit is done

HR Assistant

From October 2015 to July 2016

Classic School System (CSS) Sialkot, PB, Pakistan

- Collaborate with department heads to identify staffing needs
- Collaborate on the development and implementation of employee wellness initiatives
- Ensure compliance with local labor laws and school policies
- Assist in the development and implementation of employee engagement initiatives
- Conduct interviews, select candidates, and coordinate the onboarding processes
- Address and resolve employee concerns, fostering a positive and inclusive workplace culture