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SHAFI ULLAH KHAN

OBJECTIVE

Good commercial approach to solving problems and developing business in a fast-moving environment. Well networked with the ability to work autonomously whilst reacting and adapting quickly to changing situations. Now looking forward to make a continued significant contribution within Operations & Business Management for an Organization that offers a genuine opportunity for progression.

PERSONAL DATA

F/Name; FAZAL WAHAB

D O B; 28/12/1991

CNIC# 15401-9901742-1

Nationality; Pakistani

Religion; Islam

Permanent address; Village and P/o Ghari Usmani Khel Tehsil Dargai Distt:
Malakand

ACADEMIC QUALIFICATION

B.COM

Field of Study : ACCOUNTING

Major : Financial Accounting, Cost Accounting, Auditing, Statistics,

Institute/University GOVT COLLEGE OF MANAGEMENT AND SCIENCES
THANA :

Marks Obtained (718) Total Marks (1400) 2nd Division (51%) Session 2012

D.com

Field of Study : Accounting

Major : Financial Accounting, Business IT, P of Banking, P of commerce

Institute/University : GOVT COLLEGE OF MANAGEMENT

SCIENCES THANA MALAKAND

Marks Obtained (707) Total Marks (1200) 2nd Division (59%) Session 2010

SSC

Field of Study : Science

Major : Biology, Physics and Chemistry

Institute/University : Govt High School Ghari Usmani Khel

Marks Obtained (556) Total Marks (900) 1st division (61%) Session 2008

COMPUTER SKILLS

Good command over Typing Master, T24 Software, MYSIS Software, spark software, outlook, MS office (MS word, MS excel, MS PowerPoint) Internet surfing, chatting, Downloading, windows' Xp, windows 7

COMPUTER CERTIFICATE

MS Office and Typing Master Certificate; one year Computer Literacy College of Management Sciences Thana Malakand.

PROFESSIONAL EXPERIENCES

HABIB BANK LIMITED IN PAKISTAN FEB-2022 ---TODATE

Designation: Branch Manager

Duties and Responsibilities:

- Provides leadership and strategic direction for the Branch
- Overall Deposits Position and Deposits mobilization
- Maintaining satisfactory customer service delivery levels of branch employees and resolution of complaints.
- Run smoothly operation works
- Responding and control internal and External Audit.
- New to bank customers introduction and Existing customer maintenance
- Cross selling of bank multiple multiple product

Designation: Branch Manager

Duties and Responsibilities:

- Provides leadership and strategic direction for the Branch
- Maintaining satisfactory customer service delivery levels of branch employees and resolution of complaints.
- Deposits mobilization
- New to bank customers introduction
- Overall Deposits Position

Designation: Associate Manager

Duties and Responsibilities:

- Customer Care and Table development.
- Custodian and issuance of Cheque Books, ATM Cards and security stationery
- To implement the Internals' & External policies & regulations for effective Internal controls.
- Hajj Applications Collection and processing.
- New Account Opening, Amendment of CP.
- • Balancing of all Clearing Heads of Accounts on daily basis.
- Processing inward and outward cheques.
- Processing of inward and out ward remittances
- Supervisor of all cash basis transaction.
- •Update internal databases

Designation: TELLER/CASHIER

Duties and Responsibilities:

- Customer Care and cash counter development.
- Inward and out ward cheque payment and clearing
- • inward and outward remittances processing
- Cash receiving and depositing
- Utility bill collections.

- **Government receipt and tax collection**
- **Education fee receipt**
- **Cash sorting and controlling**
- **Hajj Applications Collection and processing on cash**

LANGUAGES

Pashto ,Urdu , English

ADDITIONAL INFORMATION

PERSONAL SKILLS

- **Disciplined & Result Oriented.**
- **Highly Motivated & Self-Reliant.**
- **Posses Excellent Communication Skills.**

REFERENCES

References will be provided on request.