

CONTACT

AKHTAR FAYAZ

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OBJECTIVE

A highly motivated and result-oriented individual with a strong work ethic and a commitment to excellence. Seeking a challenging position where i can use my skills and experince to make a significant contribution to the company's success

PERSONAL DETAILS

- Date of Birth : 15-04-1983
- Marital Status : Married
- Gender : Male
- Iqama : Tranferable
- ID No : 2574132607

EXPERIENCE

2022 - 2023

- **Branch Service Manager**  
MCB Bank Ltd  
Major Responsibility:
  - \* Reaposible of overall management of the branch activies.
  - \* Contribute in deposit growth, marketing products/development.
  - \* Preparing monthly/quarterly/half yearly and annually statements.
  - \* Compliance of internal audit/inspection.
  - \* Reconciliation of all books and ledgers.
  - \* Monitor team performance.
  - \* Responsible for creating safe and healthy environment to ensure employees good health and their safety.
  - \* To ensure that all important documents are properly filed and up to date.
  - \* To assist in achieving maximum profitability and growth in accordance with organization plan.
  - \* Ensure the safety and maintenance of office furniture, equipments and ensure office property is not misutilizes.
  - \* Overall monitoring of operarional issues of branch.

2019 - 2022

- **Branch Operation Manager**  
Soneri Bank Ltd
  - \* Major reaponsibilities includes all branch services and operational issues including health and safety assurance and documents control.

2017 - 2019

- **Branch Operation Manager**  
United Bank Ltd
  - \* Major reaponsibilities includes all branch services and operational issues including health and safety assurance and documents control.

2011 - 2017

- **Branch Operation Manager**  
MCB Bank Ltd
  - \* Major reaponsibilities includes all branch services and operational issues including health and safety assurance and documents control.

2008 - 2011

- **Cash Officer**  
3-E Business Solution pvt Ltd  
Major Responaibility:
  - \* Cash receipt and payment
  - \* Receiving of Utility Bills.
  - \* Cash Balancing etc

EDUCATION

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- 2006

- Hazara University**  
BBA (Hons)  
1st Division
- 2001

- BISE Abbottabad**  
HSSC  
1st Division
- 1999

- BISE Abbottabad**  
SSC  
1st Division
- 2023

- Institute of Occupational Safety and Health**  
Managing Safely

SKILLS

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- Ms Excel
- Ms Word
- Powerpoint
- T-24 Banking software
- Symbol software

LANGUAGES

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- English
- Urdu