

SYED ADEEL HAMDANI

RESIDENCE

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CARREER OBJECTIVES

I intend to earn myself a challenging career, working for a progressive organization which offers its employees opportunities for professional and personal development and making me able to become an active member of society. I would like to further exploit my abilities by being a part of any team/organization working for the benefit of your prestigious organization and people.

ACADIMIC EDUCATION

QUALFICATION	YEAR OF PASSING	BOARDS
Master of Business Administration	2012	University Of Azad Jammu & Kashmir, Pakistan
Bachelor of Science	2009	University Of Azad Jammu & Kashmir, Pakistan
FSC	2006	BISE Mirpur (Ak), Pakistan
Secondary School Certificate.	2004	BISE Mirpur (AK), Pakistan

CAREER HIGHLIGHTS

I have extensive experience in banking sector management, having worked for three well-known banks, including Meezan Bank Limited in Pakistan as an operations manager. I currently work as a member adviser at True Community Credit Union, a well-known financial company in the United States. My daily responsibilities include:

- Ensuring the smooth running of basic banking transactions.
- Looking after the short-term and long-term funding requirements of business clients and individual customers.
- Advising clients on mortgages and raising loans.
- Dealing with foreign remittance and clearing.
- Supervision of all transactions.
- ATM monitoring
- Cash and account opening supervision
- Hiring Staff
- Schedule preparation
- Inventory balance
- ATM balancing and bank deposit

Skills

- Ability to keep calm under pressure.
- Self starter.
- Having the ability to work accurately.
- Attention to detail.
- Relationship management.
- Excellent negotiating skills.
- Comprehensive understanding of client confidentiality.
- Ability to motivate subordinates.

EXPERIENCE:			
COUNTRY	COMPANY	POSITION	DURATION
Pakistan	Habib Bank Limited	Cash Officer	11/2011 – 11/ 2015
Pakistan	Muslim commercial Bank	General Banking Officer	12/2015- 09/2016
Pakistan	Meezan Bank Ltd	Operation Manager	09/2016 -01/2023
USA	7-Eleven Stores	Sales Associate	06/2023-10/2023
USA	Speedway	Assistant Manager	10/2023- 04/2024
USA	GPM Investment LLC.	Store Manager	04/2024- 10/2024
USA	True Community Credit Union	Member Advisor	10/2024-----

LANGUAGES:	
• English	Fluent
• Urdu	National Language

REFERENCES: Shall be furnished on demand.