



SHAFI ULLAH KHAN

BRANCH MANAGER / BANKER/S ACCOUNTANT

PROFILE

AS a skilled Branch Manager, I have demonstrated success in coordinating team efforts and managing financial activities. I am friendly and adaptable professional with strong leadership abilities passionate about delivering exceptional customer services and consistently exceeding expectations. My expertise spans services marketing, cross selling, compliance banking services, and I am dedicated to inspiring staff loyalty through effective leadership and communication, I possess a proven ability to handle multiple projects simultaneously. Ensuring efficient and successful outcomes.

STRENGTHS

- Strong exposure with compliance banking services
- Team management and smoothly operational services.
- Communication skill and influencing skills.
- Adaptable to new work environments
- Ability to handle work pressure and tight deadlines.
- Decision-making skills and ability to take prompt action.

TECHNICAL SKILLS

- Temnos-24 core banking software
- Mysis core banking software
- IMS software for centralize account opening
- Spark software for centralize account opening
- Oracle cloud software for staff annual appraisal and attendance services
- Co-connect banking software for generate New leads and maintenance of existing customers.
- Unison Banking software for Resolving of customer complaints with TAT
- Outlook
- MS Office



Sharjah, UAE



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EDUCATION

B Com Finance **2012**
UNIVERSITY OF MALAKAND

D Com **2010**
Board of Technical Education Peshawar

Higher School Education **2008**
Board of Intermediate and Secondary Education MKD

ADDITIONAL

Training and Certification

PERSONAL DETAILS

- Father name: Fazal Wahab
- Date of Birth: 28/12/1991
- Gender: Male
- Nationality: Pakistan
- Marital Status: married
- Visa: employment

- Computer literacy one year certificate From GCC Thana
- Certified Teller certificate from Allied Bank Limited
- FATCA/CRS Training from Allied Bank Limited
- FATCA/CRS training from Habib Bank Limited
- Know your Customer training from Habib Bank Limited
- Know your Customer Training from Allied Bank Ltd
- Account opening documentation Training From Allied Bank Limited
- Fair Treatment to Customer Training from Allied Bank Limited
- Anti-Money Laundering training from Habib Bank Limited
- Anti-Terrorism Finance Training from Habib Bank Limited
- Trade Base Money Laundering Training from Habib Bank Limited

WORK EXPERIENCE

SHER AHMED SCAFFOLDING TR LLC OCT-2023 TODATE
SHARJAH UAE

Accounts Manager

DUTIES AND RESPONSIBILITIES:

- Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts
- Analyze complex financial reports and records
- Perform variance analyses and prepare account reconciliations
- Perform Bank account reconciliations
- Maintain the general ledger, prepare tax returns, assist with audit preparations, and perform other accounting duties as assigned
- Checking daily revenue
- Supervision of day to day transactions and operational Activities with all branches.
- Account receivable and Account Payables
- Supervision and posting of petty cash

LANGUAGE

- English
- Urdu
- Pashto

HOBBIES

- Reading Books
- Travelling

- Company daily sale cash and cheques deposit to bank accounts
- Maintenance company bank accounts.
- Responding and control of company internal external audit and compliance.

HABIB BANK LIMITED

KPK Pakistan

Branch Manager

Feb-2022 Oct-2023

DUTIES AND RESPONSIBILITIES:

- Provides leadership and strategic direction for the Branch
- Developed Strategies to Increase Cross Sale and Revenue.
- Generated Financial and Operational Reports to Support Business Strategy
- Supervision of all business and operational Activities with branch.
- Overall Deposits Position and Deposits mobilization
- Responsible for branch business growth and branch business banking services with compliance.
- 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

ALLIED BANK LIMITED

KPK Pakistan

Branch Manager

JAN-2021 JAN-2022

DUTIES AND RESPONSIBILITIES:

- Provides leadership and strategic direction for the Branch.
- Developed Strategies to Increase Cross Sale and Revenue.
- Generated Financial and Operational Reports to Support Business Strategy
- Supervision of all Business and Operational Activity of with

- in Branc
 - Maintaining satisfactory customer service delivery levels of branch employees and resolution of complaints.
 - Deposits mobilization and Revenue
 - New to bank customers introduction
- Overall Deposits Position

ALLIED BANK LIMITED

Oct-2019 Jan-2021

KPK Pakistan

Associate Manager

DUTIES AND RESPONSIBILITIES: •

- Customer Care and Table development.
- New to Bank Individual/Corporate/Partnership centralize Accounts Opening, and Account Documentation
- Existing Account Maintenances and annual Periodic review
- 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.
- Balancing of all Clearing Heads/Accounts of Accounts on daily basis.
- Processing inward and outward clearing cheques.
- Processing of inward and out ward remittances
- Supervisor of all cash basis transaction and Cash Moments
- Update internal databases

ALLIED BANK LIMITED

Jun-2013 Oct-2019

KPK Pakistan

TELLER/CASHIER

DUTIES AND RESPONSIBILITIES:

- Customer Care and cash counter development.
- Processing of Inward and out ward clearing Cheques
- Processing of Cash Withdrawals and deposits entries.
- Processing inward and outward remittances

	<ul style="list-style-type: none">• Cash receiving and payments• Cash Counting and Sorting• Cash in Transit to Main/chest Branch• Transfer Branch Traffic to digital Channels• Utility bill collections.• Government receipt and tax collection• Education fee receipt• Hajj Applications Collection and processing on cash <p>DECLARATION</p> <p>I hereby declare that the contents of my resume are accurate to the best of my knowledge and verify their authenticity.</p> <p>SHAFI ULLAH KHAN</p>