



# Muhammad Faizan

## SUMMARY

Communication and relationship management professional with strong background enhancing cross functional collaboration. skilled In establishing strong channels of communication between department.

## WORKEXPERIENCE



+971552414717



Faizanktk89@gmail.com



Al Quasis Dubai



Male

**D.O.B** 22 Sep 1995

### Operation Manager

United Bank Limited

karak, Pakistan

#### September 2021-Present

- Fostered positive relationships with customers to maximize satisfaction, retention and experience.
- Elevated customer satisfaction rating by providing speedy resolutions.
- Provided leadership to develop business plan and promote organizational vision.

### Operation Manager

karak, Pakistan

Habib Bank Limited sep 2018 to Aug 2021

- Supervising Overall transaction.
- Account opening .
- Dormant account Activation.
- ATM machine Operation and Cash management .
- Salary Disbursement .

### Intern- Accounts Department

Kohat Textile Mill

Aug 2017 - Aug 2018

- Assist management in day-to-day operations
- Maintain and Manage General office administrative tasks
- Cross-checking in voices with payments and expenses to ensure accuracy

## EDUCATION

**BBA (Hons)**

**2014 – 2018**

Kohat University of Science and Technology (KUST), Kohat Pakistan

**Fsc pre Eng**

**2011**

**2013**

BISE Kohat

**MATRIC**

**2008**

**2010**

BISE KOHAT

## SKILL HIGHLIGHTS

- Adaptability
- Collaboration
- Communication
- Decision Making
- Leadership
- Multitasking
- Problem Solving

## LANGUAGES

- English
- Urdu
- Pashtu

## Trainings & Certifications

- Aml Cft
- Attended trainings based on career counselling