

FAHAD KHAN



Address:

Naif, Deira,
Dubai

+971 52 633 9691 /



+92 346 458 9596 /



rana.fahad6983@gmail.com

Professional person with a Master of Business Administration in insurance and risk management & over 06 Years of working experience in Banking Industry. I am Planning to move abroad to better career opportunities and personal development and aiming to get an opportunity where i can make the best of my potential and contribute to the organization's growth.

Personal Details

Nationality : Pakistani
Gender : Male
Date Of Birth : 07/10/1991
Marital Status : Married
CNIC: 35202-3681402-1

Passport Details: FAHAD KHAN
Passport Number : NY4134022
Date of Issue : 29-07-2022
Date of Expiry : 28-07-2027

Languages

English - written and spoken - Good
Urdu - spoken - conversational

Education

2012 - 2016 MBA Insurance & Risk Management
Punjab University
2010 - 2012 Bachelors of Arts
Punjab University
2007 - 2009 F.SC Pre-Engineering
MAO College, Lahore

Professional Experience

Customer Service Officer & Teller
August 2016 to Dec 2022 (6Years)
Muslim Commercial Bank (MCB)Ltd.
Lahore, Pakistan

Responsibilities

- To Handle and Control Cash Transactions of Customers by monitoring deposits and withdrawal accurately.
- To Plan and analyze needs and priorities of customers to ensure superior customer services.
- To Increase and maintain capability of cash handling by balancing the physical flow of debit and credit.
- To assess the high technical capabilities, to regulate the process and facilitate the customers in time through the posting of transactions in the system.
- To assist in cash receipts, payments, posting under one window operation.
- Any other assignment assigned by Branch Manager of Operations Manager.
- Sales of the Banking Products

Soft Skills

- Leadership
- Effective Communication
- Presentation Skills
- Analytical Skills
- Reporting
- Planning
- Team Management
- Problem Solving

Computer Skills

Microsoft Office
Microsoft Outlook

Linkedin

<https://www.linkedin.com/in/fahad-khan-aa0b54114>