

FAHAD KHAN

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Residence:
Naif Deira, Dubai



PERSONAL INFORMATION

Nationality:
Pakistani

Passport No:
NY4134022

Passport Validity:
28-07-2027

Visit Visa Validity:
29-07-2023

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

Date of Birth:
October 07, 1991

Marital Status:
Married

CNIC:
35202-3681402-1

PERSONAL PROFILE

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 for 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.

EDUCATION

Year	Title	Institute
2012 - 2016	Master of Business Administration	Punjab University
2010 - 2012	Bachelors of Arts	Punjab University
2007 - 2009	F.SC Pre- Engineering	MAO College, Lahore

TRAININGS & CERTIFICATIONS

1	2016	Completed the training certification of TSO.
2	2017	Won the spot award on excellent services
3	2019	Complete the training on cybercrime and awareness
4	2019	Won the star award on excellent customer services
5	2020	Complete the training of CTSO
6	2021	Account opening with ROSEETA
7	2022	Fair treatment of customers
8	2022	Home remittance services

PROFESSIONAL EXPERIENCE

CUSTOMER SERVICE SPECIALIST AUG 2016 - DEC 2022
Muslim Commercial Bank (MCB) LTD. Lahore Pakistan

Responsibilities:

Cash Transactions:

- To handle and Control Cash Transactions of customers by monitoring deposits and withdrawal accurately.
- Dealing in foreign currencies and remittances.
- Offloading the cash over and above the insurance limits to state bank and cash house.

Customer Service:

- Providing the bank statements through emails or counter requests.
- Assisting customers in Account opening, loans and settlement planning and schedules.

System Updates:

- Data cleansing of accounts assigned by the head office into the system.
- To assist in cash receipts, payments, posting under one window operation

Administration:

- Marking the employee leave in excel sheet and reporting the data to Head office.
- Responsible to manage the Branch & ATM Keys for to help security of the bank.
- Any other assignment assigned by Branch Manager or Operations Manager.

SOFT SKILLS

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

COMPUTER SKILLS

Microsoft Office 2013

Excellent

Microsoft Outlook

Excellent