

Muhammad Ishaq

Summary

Experienced banking and financial services professional with a strong background in back-office operations, portfolio reconciliation, and branch banking operations. Most recently served as an **Operations Analyst** at a UK-based asset management firm, overseeing trade settlements, daily portfolio reconciliations, and financial reporting.

Previously served as a **Manager Operations** at a leading bank, overseeing branch operations, ensuring regulatory compliance, streamlining banking workflows, and enhancing client relationships. Skilled in financial data analysis, risk management, and process optimization to enhance operational efficiency and accuracy.

Skill Highlights

- **Branch Banking & Operations**
- **Securities Analysis**
- **Customer Service & Client Relations**
- **Risk & Compliance Management**
- **Operational Efficiency**
- **Portfolio Management Operations (Equity, Debt, Derivatives)**
- **Reporting & Data Analysis**
- **MS Office & Financial Software**

Experience

FGK Back Office Services Private Limited

Operations Analyst (January 2023- September 2024) | Islamabad, Pakistan.

Provided back-office operations support for a UK-based asset management company. Responsibilities included:

- Collaborated with **Relationship Managers (RMs)** to streamline the **securities trade and settlement process**.
- **Reconciled portfolios** daily to ensure accurate records in portfolio management software.
- Oversaw **securities position compliance** across multiple asset classes.
- Addressed **front-office queries**, prioritizing reconciliations to reduce risk.
- Generated periodic reports for **portfolio analysis, data management, and financial reporting**.

HBL Bank

Manager Operations (July 2013 – September 2022) | Islamabad, Pakistan

Accountable for all branch operational activities, compliance, and customer service. Key responsibilities:

- Monitored **daily operations** to ensure smooth banking processes.
- Developed relationships with key customers and provided tailored financial solutions.
- Ensured **compliance with SOPs and SBP's regulatory requirements**.
- Maintained a safe and efficient workplace by enforcing policies and **legal regulations**.
- Spearheaded initiatives to **enhance banking operations** and elevate service efficiency.

Education

Bachelor of Commerce: B.Com, Accounting & Finance
Govt College of Commerce H8/4 Islamabad-Pakistan | Graduated: August 2010

Contact

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Languages

English – C2

URDU – C2