Contact

0334-9225056 0344-4555839

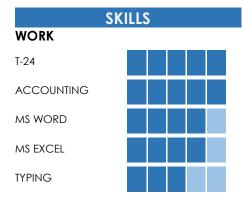
Address

House No # 5 Qureshi Town Ejaz Abad Gulbahar Peshawar

Career Objectives

To learn & acquire different set of skills & stay positive to perform & grow in career.

To deliver customer what suits their needs & serve customers in a best possible way to establish long relationship beneficial to organization.



PERSONAL



MBA 3.9 CGPA



KHAWAJA MUHAMMAD ADIL

Muhammadadilkhawaja@gmail.com

EXPERIENCE

Banking Services Officer

Allied Bank Ltd

Inducted through Management Trainee Officers Batch 2013. Performed duty in high deposit branches of Islamabad including AIOU H8, G-8/1, Blue Area & G-9 Markaz. Performed Duty as:

- o Account Opening Officer
- Clearing In charge
- Cash Department In charge

(2016 - 2022)

(2013 - 2016)

Banking Services Manager

Allied Bank Ltd

Six years' working experience as Banking services Manager.

(2022 - 2023)

Branch Operation Manager

Habib Bank Ltd

One year working experience as Branch Operation Manager.

Scope of work while working as BSM/BOM is:

- Managing Branch Operations in compliance with SBP/Banks' policies, procedures & guidelines; in order to maintain satisfactory Audit Rating.
- Marketing Bank's Products & Services, also maintaining Higher Standards of Service Quality without raising customer complaints.
- Liaison with internal & external stakeholders included but not limited to Banks' KYC & compliance department, vendors, FBR, FIA, NAB & family court.
- Weekly & monthly reporting & reconciliation of internal accounts.
- Record keeping of important documents. Maintaining files & folders of record to produce when required by any stakeholder. Also maintaining secrecy of bank's proprietary & customers' personal information.

Internships

(2012)

Internee

SBP-BSC

Internship in State bank of Pakistan – Banking Services Corporation. Experience of different operational departments of SBP. Deployment in SBP-BSC Islamic banking department for research work.

B.COM 69% MARKS



Internee

BOK

Internship in bank of Khyber. Experience of branch operations of BOK.

EDUCATION

(2009 - 2012)

MBA (BANKING & FINANCE)

Institute of Management Sciences Peshawar

Master in Business Administration from 3rd rank business school of the country with 1st position for the year 2012. Major subjects include accounting, banking, economics etc.

(2007 - 2009)

D.COM WITH 65% MARKS COMMERCE I <t

B.com

Government College of Management Sciences Peshawar

Bachelor of commerce with 69% marks from university of Peshawar. Majors are accounting, statistics, commerce

Research Work

(2013)

Impact Study of the Application of KIBOR in the Islamic

Institute of Management Sciences Peshawar

Under the supervision of Dr. Zohra Jabeen, doctorate in Islamic banking Australia. Islamic BankingProfessor at Imsciences, Peshawar.

(2012)

COMPUTER



Opportunities & challenges for Islamic Banking in KPK SBP-BSC

Under the supervision of Islamic banking division SBP-BSC, Peshawar,

WORKSHOPS & COMPUTER CERITIFICATION

(2011-2013)

- International Conference on Islamic Business 2012
- Importance of effetive communication in Organization
- Youth development conference 2011
- o Importance of Body Language
- MCSE Skill development council

SCHOLORSHIPS AND AWARDS

(2009-2013)

MERIT BASED SCHOLORSHIP

Imsciences Peshawar

Four merit Based Scholarships in every Semester of MBA program at the Institute of Management Sciences Peshawar

(1988 - 1989)

DISTINCTION AWARD GOVERNER KPK

Distinction reward from honorable Provincial Governor for securing $1^{\,\rm st}$ position for the year 2012.

AWARDS



PRIVILEGE

