

# MUHAMMAD TALHA KHALID

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**D.O.B:** 3<sup>rd</sup> Nov 1996

**NIC #:** 12101-1727282-3

**Nationality:** Pakistani

**Domicile:** D.I.khan

**Religion:** Islam

**Address:** Islamia colony Farooq e azam street House No#282 Dera ismail khan

## BRIEF PROFILE

A performance-oriented individual with a background in Business Administration, Marketing and Team Leader. Focused on exceptional customer service and high standards of performance, achieving demanding targets and objective. A reliable, trustworthy, responsible and supportive team member able to effectively communicate with people from all walks of life. I can work well under pressure and adapt easily to different environment.

## WORK HISTORY

### Relationship Manager (Retail SAAF Finance) In HBL. (OG II)



**(13. Nov.2023 – To till Date)**

Key Tasks  
&  
Responsibility

- SAAF Finance both in RF and DF.
- Build and improve relationship with customer.
- Renewals of existing cases.
- Resolve discrepancies
- CP creation
- Loan process in Cascade
- NTB disbursement.

### Universal services officer In MCB Bank LTD. (OG III)



**(17. Jan.2022 – Nov.2023)**

Key Tasks  
&  
Responsibility

- Account opening
- Customer care services
- Atm Balancing
- Resolve customer complaints quickly and effectively
- Salary posting
- Clearing, Transfer and Posting
- Remittance.
- CDR and BC Preparation.

### Teller In Allied Bank (LTD). (OGIV)



**Allied Bank**  
**(17. Aug.2020 – 04. Jan.2022)**

Trinee In NPB LTD



(01-Aug-2017 - 11. Nov.2017)

## EDUCATION & ADDITIONAL QUALIFICATION

Post-Graduation (November 2019)	<b>Institute of Business administration Gomal University Dera Ismail khan Recognized By HEC, Pakistan</b>
Under Graduation (October 2015)	<b>Faculty of '(Pre-Engineering)'</b> from Kanz College Dera Ismail khan, Pakistan
Secondary School (March2013)	<b>Secondary School Certificate of 'Science'</b> from Wensam College Dera ismail khan,Pakistan
DIT (June 2019)	<b>Diploma In Information Technology</b> from BTE Peshwar, Pakistan

## ADDITIONAL INFORMATION

- Languages: English, Urdu, Hindko & Pushto
- References: Academic Projects & references Available on Request