



MUNEEB UR RAHMAN

Seasoned Financial Expert with
Experience in Banking

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Citizenship: Pakistani

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Peshawar, KPK- Pakistan
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EDUCATION

★ Master of Business Administration

Institute of Management Sciences Peshawar

Session 2016-18

18 Years of Higher Education qualification
with Research thesis

★ MSc Finance

Institute of Management Sciences Peshawar

Session 2013-15

16 Years of Higher Education qualification
with Case study writing in Finance

EXPERTISE

Retail Banking

Portfolio Management

Relationship Manager

Investment Strategies

Trade Finance

Customer Service

Account Opening

Bank Financial Softwares Use

Microsoft Office

Islamic Banking Product's
Knowledge

ABOUT ME

Experienced banker with a track record since April 2018 in Banking, Aspiring to contribute my skills to a premier organization and dynamic team for shared growth. My aim is to apply my banking expertise to enhance operational efficiency, drive innovation, and provide outstanding financial services. I am dedicated to fostering robust client relationships, implementing strategic financial solutions, and collaborating across functions to ensure seamless banking operations.

WORK EXPERIENCE, ISLAMIC BANKING

1st March-2023 till 30th August, 2023.

Habib metro Bank Ltd (Pakistan)

Subsidiery of AG Zurich Switzerland

Relationship Manager (OG-1)

Proficient Relationship Manager (RM) with a proven track record in fostering client connections and delivering tailored financial solutions. Skilled in financial analysis, cross-functional collaboration, and exceeding sales targets

18th April-2018 till 23rd March 2023

Meezan Bank Ltd (Pakistan)

The Premier Islamic Bank of Pakistan

Personal Banking Officer (SO-1)

★ Selected as PBO through Nation wise Batch Hiring of 11 Candidates

Accomplished Personal Banking Officer role with expertise in delivering tailored financial solutions at a Best Islamic Bank. Adept at building client relationships, providing exceptional service, and ensuring compliance with Islamic banking principles. It was Batch hiring throughout the Country Selection.

Responsibilities as RM and PBO Positions at Islaming Banking Jobs:

- Manage retail and branch banking activities.
- Acquire new customers and mobilize deposits.
- Handle credit requests and financial follow-ups.
- Assist customers with banking services and inquiries.
- Facilitate corporate customer interactions and account opening.
- Provide guidance on trade, leasing, and custodial matters.
- Lead junior sales team, report to head office, and achieve targets.
- Collaborate with Compliance Control and Vigilance departments.
- Participate in training and development programs to enhance skills.
- Stay updated on industry trends and financial products/services
- Monitor portfolio performance and recommend adjustments as needed.



CERTIFICATES AND TRAININGS

- ★ DIT- One Year Degree
(Diploma in Information Technology)
KP Board of Technical Education
September 2018
Major Subjects: MS Office,
Networking, Computer Coding,
Computer Designing, ICT-
Information and Communication
Technology, webpage designing and
Inpage.
- ★ Islamic Banking Trainings
Learning Materials
Shariah Based Knowledge of Islamic
Finance and Islamic Banking.
Islamic Banking Principles
Islamic Banking Products
House Finance (Diminishing Musharakah)
Ijarah Products Financing
Consumer Financing in Islamic Banking
Bai Valid and Non Valid
All Shariah based rules and regulations

LANGUAGE

English
Urdu
Pashto

WORK EXPERIENCE, NON BANKING SECTOR

7th May, 2013 till 16th April 2018
Kuwait Teaching Hospital Peshawar, Pakistan
Office Assistant, and Assistant Accountant

Worked As Office Assistant at Establishment and HR department for almost four years and as Personal Assistant to Medical Superintendent & an Accountant for one Year each at Kuwait Teaching Hospital Peshawar Pakistan

Responsibilities and JD at Hospital job Tenure.

1. Provide Assistance in Planning and scheduling meetings and appointments.
2. Medical Superintendent Office and other management and hospital staff coordination.
3. Establishment and HR department assistance.
4. Data management and record keeping.
5. Organizing and maintaining paper and electronic files
6. Supporting employees regarding all human resource issues or queries they may have and facilitating them in these matters.
7. Human Resource assistance and maintenance of records and systems as required.
8. Assist and support rollout of various initiatives, projects and improvements within the Hospital e.g: Performance Management, Training and Development, Health and Safety.
9. Panel enlistment and monitoring the facilities of different projects.
10. Participate in the Recruitment and Selection process in line with organization
11. Monthly, weekly and daily basis schedules preparation.
12. Student and teaching faculty facilitation and assistance for their administrative department related issues.
13. All Establishment and HR department draft and documentation related work.
14. Other ad hoc duties as required (eg Supervision of Duty Rotas and off day's supervision duties.
15. As an Assistant Accountant, all accounting statements management, book keeping and cash handling work.
16. Financial statements maintenance and reporting to Chief Accountant office.

REFERENCES

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