

# Ahsan Hayat,

## Management Trainee,

Dynamic Operations Officer with 1 year of experience in banking operations. Proven track record in fostering positive stakeholder relationships, overseeing daily operations, ensuring regulatory compliance, and providing top-notch customer service. Excited to utilize my BBA from the Institute of Management Sciences and expertise in Microsoft Office for a stimulating Management Trainee position.

ahsanhayat710@gmail.com,

03441992523,

## Career Expertise

### Operations Officer

Bank Al Habib | Abbottabad,

01/2023 - Present

#### Key Responsibilities:

- ▶ Managed daily operations, ensuring compliance with bank policies and regulatory requirements.
- ▶ Collaborate with cross-functional teams to streamline processes and enhance operational efficiency.

## Qualifications

### BBA

Institute of Management Sciences | Peshawar ,

09/2019 - 07/2023

## Internship

### HR Assistant

MASO Industries | Peshawar ,

10/2021 - 12/2021

## Activities

### Organizing Team Member

HULT prize | Peshawar ,

08/2023 - 08/2023

Member of Organizing Team

- ▶ Helped in organizing and providing sponsor to our own campus HULT prize that took place in Peshawar.

### Volunteer work

AIMS sugar hospital | Peshawar ,

10/2022 - 10/2022

- ▶ Organized a free medical camp and helped in fund raising for medical camp.

## References

### Tanveer Ahmed from

Bank Al Habib,

+923135566103,

### Rahimdad from

MASO Industry,

+923338580111,

## Core Skills

Banking Operations Management

Financial Reporting & Analysis

Compliance & Regulatory Knowledge

Proficiency in Banking Software

Proficiency in Banking Software

Audit & Internal Control Practices

Customer Service Excellence

Strong Time Management & Organizational Skills

## Soft Skills

### Microsoft Office Suite

- ▶ Microsoft Excel
- ▶ Microsoft Word
- ▶ PowerPoint