

Mahmood Khan

Admin Officer

A safety-oriented, dependable, and hard-working professional, with great attention to detail, and the ability to overcome obstacles. Excellent communication and problem solving skills, as well as a desire to learn and grow as a business professional.



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📍 Sports City Dubai, Dubai, UAE

EDUCATION

Master of Business Administration (MBA)

National University of Modern Languages
Islamabad

02/2020 - 09/2021

Pakistan

Bachelor of Business Administration (BBA Hons)

Abdul Wali Khan University Mardan

08/2015 - 08/2019

Pakistan

WORK EXPERIENCE

Banking Services Officer

Allied Bank Limited

07/2022 - 04/2024

Allied Bank Limited is one of the top commercial bank in Pakistan that has more than 1450 branches including some in the international market.

Achievements/Tasks

- To Open new accounts and offer products and services to our new and existing customers.
- I worked as an operations manager and Supervisor in charge for the following roles. Funds Transfer, Demand Draft, CDR's, Cash Management Cell, Customer Due Diligence and Customer Services.
- Accepting customer deposits or posting deposits to customer accounts
- Communicating with high-value customers regarding account management and other matters relating to loans or deposits
- To identify potential customers, contacting them through various channels, explaining the benefits and features of the current and savings products, and closing the sales.

Assistant

Al-Umair and Co

01/2020 - 05/2022

Pakistan

Achievements/Tasks

- Developing and maintaining a filing system; updating and maintaining office policies and procedures
- Providing general support to visitors ; Liaise with executive and senior administrative assistants
- Planning and coordinating administrative procedures .
- Maintaining office correspondences; Making travel arrangements for staff
- Managing office supplies, negotiating prices and placing orders. Preparing regular financial and administrative reports .

SKILLS

Selling

Attentiveness

Emotional Intelligence

Persuasive

Multitasking

Coordination

Adaptability

Communication

Problem Solving

MS Office

Compliance

Physical Inventory

Selling

Marketing

Services

Team Management

Time Management

Details Oriented

Logistics

Crew Management

Operations

LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Urdu

Native or Bilingual Proficiency

INTERESTS

Travelling

Reading