

Mahmood Khan

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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📍 Kalu Khan,, Swabi, KP, Pakistan

EDUCATION

MBA-Supply Chain Management

National University of Modern Languages
Islamabad

02/2020 - 09/2021

Pakistan

Supply Chain Management

- Lean Six Sigma
- Enterprise Resource Planning and SAP
- Supply Chain Risk Management
- Total Quality Management

Bachelor of Business Administration (BBA Hons)

Abdul Wali Khan University Mardan

08/2015 - 08/2019

Pakistan

WORK EXPERIENCE

Banking Services Officer (MG-10/OG-II)

Allied Bank Limited

07/2022 - 04/2024

Islamabad Pakistan

Achievements/Tasks

- To identify potential customers, contacting them through various channels, explaining the benefits and features of the current and savings products, and closing the sales.
- Communicating with high-value customers regarding account management and other matters relating to loans or deposits.
- To open new accounts and offer products and services to our new and existing customers
- Conducting KYCs and due diligence on new and existing account holders.
- Examining and processing of cash and fund transfers.
- Rectifying & replying the various audit irregularities identified by audit & compliance.
- Supervision of banking operations and transactions.

Warehouse Assistant

Al-Umair and Co

01/2020 - 06/2022

Islamabad, Pakistan

Achievements/Tasks

- Produce and distribute correspondence memos, letters, faxes, and forms.
- Submit and reconcile expense reports.
- Provide information by answering questions and requests
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Supervision of the warehouse operations.
- Labelling and scanning packages.

SKILLS

Attentiveness

Data Entry

Persuasive

Multitasking

Coordination

Adaptability

Teamwork

Problem Solving

MS Office

Compliance

Marketing

Team Management

Time Management

Details Oriented

Operations Supervision

Negotiation

Diversity Awareness

Supervision

Forecasting

LANGUAGES

English

Native or Bilingual Proficiency

Pashto

Native or Bilingual Proficiency

Urdu

Native or Bilingual Proficiency

INTERESTS

Travelling

Reading