



Name: Mansoor Ahmad
DOB: 12/04/1999
Contact No.: +923070922459
Email ID: mansoor.pk1999@gmail.com
Address: House#37, Street 2, University town Peshawar

Profile Summary

- As Relationship Executive Officer at Bank Alfalah, I have consistently played a pivotal role in driving the bank's growth and success. Over the course of my tenure, I have demonstrated an unwavering commitment to expanding the bank's customer base, building strategic partnerships, and achieving revenue targets. My proactive approach, financial acumen, and exceptional relationship management skills have contributed significantly to the bank's overall business development efforts.
- Accounting & Finance professional with 1 years of experience in financial & Management accounting, forecasting & budgeting, Statistical Analysis and in-depth knowledge of GAAP.

• WORK EXPERIENCE

01/02/2023 Peshawar, Pakistan

- Relationship Executive – BANKALFALAH LIMITED
 - Consistently exceeded customer acquisition targets by identifying and targeting potential clients
 - Conducting market research, and executing effective sales strategies
 - Cross-selling and upselling banking products and services to existing customers,
 - Developing and nurturing strategic partnerships with corporate clients, businesses, and institutions has been a key part of my role.
 - Monitored market trends, competitor activities, and customer needs to provide valuable insights for the development of new financial products and services.
 - I also worked on Rapid application through which i open different category account,

- Account Assistant – Vivo Electric (PVT) Ltd

10/02/2022 Peshawar, Pakistan

- Responsible for preparing financial & management reports
- Review and approve all payment transaction: Reimbursements, payment to supplier, ledgers, vouchers, checks etc
- Making and maintain accurate customer filing and payment distribution list.
- Responsible to provide accurate record to Auditors
- Handling and reconciling all accounts payables and receivables on a daily basis to make sure each invoice

and transection is accurate

- Preparing bank reconciliation statements and maintaining all banking records.
- Handling monthly and annually closing rule,
- Responsible to provide accurate record to Auditors.
- Working closely with sales and marketing team to prepare annual sales and marketing expense forecasts for the annual budget

● EDUCATION

15/09/2022–15/01/2024 – Peshawar, Pakistan

Master of Business Administration in progress (1.5 years) with Major in Finance Institute of Management Studies Peshawar

<http://www.uop.edu.pk>

15/09/2012--15/09/2014

Bachelor of Business Administration (Finance)The University of Agriculture Peshawar, Pakistan

<https://www.aup.edu.pk>

10/08/2015–10/07/2017–University Rd, Peshawar, Khyber Pakhtunkhwa, Pakistan

INTERMEDIATE PRE-Medical----- Farabi Degree College Peshawar.

<http://www.fcp.edu.pk>

● CERTIFICATES

- QuickBooks, MS Office
- Corporate Finance
- Advance Financial Accounting
- Banking, Rapid, Rositta, T24

● Skills

- Hands-on experience on accounting software like QuickBooks, ERP, Expense software and Booking Software.
- Advance MS Excel skills including VLOOKUP and pivot tables
- Proficient in Microsoft office as in MS word, MS Access, MS Power Point
- Banking Skills
- Experience on Account Opening Rapid Application Rositta, T24

● LANGUAGE(S)

English----- Fluent

Urdu ----- Native

Pushto ----- Native

