



## **SAQIB ANJUM**

**Present address:** Vill: Laghri Rajab Khel P/O Khojaki Killa Tehsil  
Takht-e-nasrati District karak KPK (Pakistan)  
E-mail: [anjumktk586@gmail.com](mailto:anjumktk586@gmail.com)  
Voice: +92 0343-9800586

**Permanent Address:** Vill: Laghri Rajab Khel P/O Khojaki Killa Tehsil  
Takht-e-nasrati District karak KPK (Pakistan)

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**OBJECTIVE:** Looking for challenging, creative, tough and respectable profession so that I could utilize my skills and enhance them to become a master of my field and help others to become prominent in the field and **started to *fight* for making bright career and future.**

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### **PERSONAL PROFILE:**

Father's Name	Naqeeb Ullah Khan
Marital Status	Married
Religion	Islam
Nationality	Pakistani
Date of Birth	17/04/1993
CNIC No:	14203-9239744-1

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### **SCHOOLASTIC RECORD:**

➤	B.COM (4 years program)	GOMAL UNIVERSITY
➤	F.A (HUMANITIES)	BISE KOHAT
➤	S.S.C (SCIENCE GROUP)	BISE KOHAT

### **ADDITIONAL QUALIFICATION:**

- D.I.T One year from (Technical board of Peshawar).
- Computer Soft wares & Hard ware,  
MS Office, Internet etc.

## **INTERNSHIP (2 MONTH) REPORT:**

- National Bank of Pakistan Town Ship Bannu Branch.
- Made internship report on National Bank of Pakistan at Town Ship Bannu Branch

### **Working Area during Internship:**

- Account Forms Filling,
- Deposits slip and Cheques Filling,
- Vouchers ticking and Cross Checking,
- Check Book and ATM Card Balancing,
- Other many more General tasks performed assigned by BM/BOM.

## **PROFESSIONAL EXPERIENCE:**

- Worked within **ALLIED BANK LIMITED** as “**BUSINESS DEVELOPMENT OFFICER**” from 18/11/2021 to 25/11/2022.

### **Job Role and Responsibilities:**

- To Open all Accounts and ensure that all procedure are strictly adhered to as per policies and guidelines.
- To develop a potential customer database for new business development.
- To Cross –sell other bank products to increase total portfolio for the bank.
- To visit existing customer for relationship deepening.
- To access intelligently the needs and problems of the existing customers and guide them in the best solution of their queries and concerns.
- To monitor customer fund movement and identify where customers falls below criteria level.
- Greeting customer in professional manner.
- To maintain a highly decent and professional environment in the Branch/Office.
- To keep customers informed of new products/services and promotional activity.
- Provide product knowledge to customers.
- To follow the sales management process on a regular basis and submit required reports to the branch manager on timely basis.
- Submit weekly report of customer complaints to BM along with corrective action plan/ resolutions.
- Conduct Monthly Service Meeting of the branch
- Prepare Minutes of the Service Meeting with responsibilities and actions/ target dates and send to SQ/RH
- Implement “Internal Service Standards and Measures” and “monitoring” as laid by SQ.
- Resolve complaints pertaining to the branch via close follow-up with the concerned unit.
- To provide highest level of service by being the first point of contract in the branch.

- Handle Customers correspondence and inquires.
  - Ensure HOD is implemented in true spirit.
  - Floor management including Proper Queue Mgmts., Cleanliness & Outlook as per House Keeping Guidelines.
  - Ensure adherence to SQ Matrices and Measurement.
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**LANGUAGES:**

Pashto, Urdu, English (Proficient in Reading, Writing and Speaking)

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