

Email: adeel.370727@2freemail.com

Date of Birth 26-Aug-1982

Adeel

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| **Career objective** |  | I am looking forward to the opportunity in a dynamic institution offering challenging work environment, where I may able to apply my academic knowledge and my professional experience, leading to growth & development of the organization and my career orientation. |
| **Professional Experience** |  | FAYSAL BANK LIMITED: Retail Products and Marketing (Head Office Exposure) **Manager –Value Added Product & Investment****2011-Present**•Manage complete operational activities for the Value Added and Investment Products and their portfolio management. Plan, direct and coordinate the operations of life and general assurance/insurance products. Formulating policies, managing daily maneuvers, and planning.•Sales reconciliations, revenue and compliance management. Support Bancassurance business to grow fee based revenue streams.•Assist in establishing profitable and sustainable product mix for the business.•Responsible for organization and co-ordination of activities for the division in order for the team members to function at optimal performance. To assist in the implementation of strategies for efficient divisional information systems.•To manage the service level agreement process with relevant departments and insurance partners.•Prepare Investment products commissions; supervise all mutual fund and treasury product operational activities.FAYSAL BANK LIMITED: (Branch Banking Exposure)**Operations Officer** **2008-2011**•Manage Outward Clearing & PO/DD, Foreign Inward/Outward Remittances issuance & Domestic Collections•Manage ATM Settlements Replenishment and scrutinize customer complaints•Ensure proper deduction & reconciliation of suspense accounts and prepare statements, Issue and maintain lockers•Prepare monthly SBP Foreign Exchange Returns •Accomplish any assignment/weekly/monthly/quarterly reports delegated by Area/Branch Manager Operations•Compliance of bank SOP’s and SBP regulations, Fortnightly submission of withholding tax to SBP•Monitoring of unclaimed pay orders/demand drafts and collections cheques. •Receipt and delivery of Cheque Books and ATM Card. Maintaining and reporting MIS of Right shares and IPO’s. |
| **Education** |  | Degree Name: M.BA. (Finance) Iqra University, Karachi.(2013) |

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|  |  | Degree Name: B.COMKarachi University(2005) |

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|  |  | Certificate: Intermediate (HSSC)Institute: Govt. Science College Malir Cantt, KarachiCertificate: MATRICULATION (SSC)Institute: C.A.A Model School Karachi |
| **Skills & Abilities** |  | **RELEVANT MANAGEMENT SKILLS:*** Flexible and quick learner Multi-Tasking and Team Player Under-take responsibility easily & confidently, Self-motivated and good team leader, Situation handler Innovative.

**COMPUTER SKILLS*** Operate “Peachtree Accounting Software”
* Operate “Microsoft Office” & have excellent command on MS EXCEL
* Windows Operating System

**RELEVANT TECHNICAL SKILLS:*** Good understanding of SYMBOLS and TCSS Banking System, experience on oracle base Siebel’s Financial Service Software, Foreign Exchange Return State Bank of Pakistan.

**LANGUAGES:*** English & Urdu
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| **PROFESSIONAL TRAINING** |  | **TRAINING/WORKSHOP/SEMINAR AT (FAYSAL BANK LIMITED)*** Know your customer & Anti money Laundering
* Policy & Procedures
* Branch Operations.
* FCY Remittances
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| **REFERENCE** |  | Reference Will Be Furnished Upon Request |