ADNAN **Email:** [adnan-391154@2freemail.com](mailto:adnan-391154@2freemail.com)

(MPA WITH 6 YEARS EXPERIENCE IN SAP, CUSTOMER SERVICES, BANKING, FACILITIES MANAGEMENT& HR)

**PERSONAL PROFILE**

* A result-oriented professional with six years of progressive experience in teller operations, branch banking, customer services, HR correspondence and SAP implementation in HR functions.
* Strengths include strong understanding of business processes, handling large volume of customers, ability and experience of working under pressure and meeting deadlines, and translation of business requirements into SAP solutions in the most cost effective manner.

**EXPERIENCE:**

**On freelance UAE resident visa right now.**

* **Sep 2015 – Sep 2017**

Worked as **Assistant Manager HR,Admin& Coordination** at SuhailAlfalasy Garments Trading LLC, **Dubai**

* **Sep 2011 – Sep 2015** **National Bank of Pakistan** – Karachi

**General Banking Officer / Cash Officer / Retail Banking Officer**

* + - * Involved in branch operations in different branches of NBP.
      * Served large volume of customers on daily basis, including coordination with different departments.
      * Handled operations like Remittances, Clearing, Cash counters, Electronic Banking System, receipts and payments of customer accounts, etc.
      * Dealing with credit / retail banking and recoveries of different advances.
      * Working as SAP Resource and HR Coordinatorwith responsibility of maintaining HR Master Datarelated to employees’ personal and professional information in SAP-HCM/HRMS.
      * Preparation of different correspondence letters such as transfer & postings, NOC certificates, experience letters, Offer letters, promotions letters, termination letters etc.
      * **Achieved top grade ‘Outstanding’ rating at the Annual Performance Appraisal – 2014**
* Internship in **HR**&**Admin**Department at **Arif Habib Investments Limited**, Karachi
* Involved in housekeeping and coordination of different departments
* Internship at **Philips Electrical Industries** of Pakistan, Karachi

in**Facilities Management** Department

* Coordination with different departments of the industry

**EDUCATION**

2008**MPA -Master of Public Administration (With specialization in Human Resource Management)**

**University of Karachi**

**PROJECTS**

|  |  |
| --- | --- |
| SAP - HCM / HRMS (as Team Member) | *National Bank of Pakistan* |

**TRAINING**

Qualified following training/**certificate courses**at NBP Staff CollegeKarachi:

* **Financial Statement Analysis**
* **General Banking**
* **Core Banking**

Attended **HR Summit and Expo,** 14-16 November, 2016 at

**Dubai International Convention & Exhibition Centre, Dubai**

**TECHNICAL SKILLS**

|  |  |
| --- | --- |
| ERP | ***SAP*** *(Human Capital Management)(Human Resource Migration System)* |
| Email | *Outlook* |
| Packages | *Microsoft Office(Advance level)* |

**PERSONAL DETAIL**

|  |  |
| --- | --- |
| Date of Birth | *04th April 1983* |
| Place of Birth | ***Abu Dhabi (UAE)*** |