



Muhammad Zaeem Khan

Business Administration Professional

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📞 0303-8035547

📍 Havelian, Abbottabad, KPK

📅 December 17, 1997

Objective

A detail-oriented individual with a solid understanding of modern office practices and a proven ability to maintain accuracy in handling high-volume, repetitive tasks. Eager to contribute to the success of a dynamic and challenging work environment as an Administrative Staff member. Dedicated to ensuring smooth, efficient, and productive office operations.

Education



Bachelor in Business Administration

⌚ 2017 - 2021 📍 Comsats University Islamabad, Attock Campus

Comprehensive business education covering management principles, finance, marketing, and organizational behavior. Developed strong analytical and leadership skills essential for modern business environments.

Work Experience



MCB Islamic Bank

⌚ Feb 2023 to Feb 2024

Management Role

- Exploring new prospects and generating leads for soliciting deposit and cross sell, generating fresh sales for NTB
- To grow ETB as per assigned target through deepening and effective relationship management & exceptional service

- To achieve the assigned target through cross selling of all consumer banking products as per target sheet
- To make daily visits / calls to the customer as per assigned daily activity plan and contact policy
- To ensure following all described activities in sales management process for business generation
- To maintain call/visit log on daily basis and to provide progress sheet on weekly basis to the respective AMS – Liabilities & Cross Sell
- To comply with all applicable regulatory requirements and bank's policies & SOPs
- To ensure compliance of AML / CFT for the assigned portfolio and do exercises as directed by the bank
- Any other task assigned by line manager

Soneri Bank

 Oct 2022 to Dec 2022

Management Role

- Customer relationship management and service delivery
- Banking operations and compliance with regulatory requirements
- Cross-selling of banking products and services
- Maintaining customer records and documentation

Municipal Committee Hazro

 Internship

Management Role

- Acquired in-depth understanding of office management procedures and departmental and legal policies
- Ensures accuracy and quality of work is maintained at all times
- Developed solutions as part of a quality management team
- Assisted in maintaining digital and hard copy human resources files
- Assisted in to resolve client's complaints regarding maintenance of area as an internee
- Answered inquiries regarding the status of various pieces of legislation
- Provided recommendations to Head of Municipal Committee as to what projects should be funded
- Ensure operations adhere to policies and regulations

Skills & Competencies

<> Technical Skills

- Microsoft Office
- Microsoft Word
- Microsoft Excel
- Database Management
- Document Composition
- Proof Reading
- Data Entry

🌐 Languages

English

Proficient

Urdu

Native

Hindko

Native

👤 Personal Competencies

- Efficient interpersonal communication skill to resolve disputes
- Familiarity with financial and facilities management principles
- Passionate, Organized and Disciplined
- Ability to explain routine tasks to others as directed
- Ability to listen and follow instructions
- Administrative writing and reporting skills
- Creative and analytical approach to work
- Ability to work under pressure and perform multitasking
- Flexible and adaptable to change
- Ability to work in a team and independently
- Willingness to continue building skills through educational opportunities
- Emotionally Intelligent