



# Hammad Ullah

Administration | Quality Assurance | Accounts

Seeking challenging a position in an organization where I can make the best of my potential and contribute to the organization's growth. The main objective is to use my administrative skills for well being of the organization and utilize my expertise in the best way to achieve organizational goals. My experience is not limited to administration. I am experienced in Operations, Finance, Sales & Supervision.

## Contact & Info

### Phone

+971 56 919 4380

### Email

hamad.paiman@gmail.com

### Current Address

Sharjah, UAE

### Nationality

Pakistani

### Visa Status

Employment (Cancellation Processed)

## Education

### MBA (Human Resource)

Abdul Wali Khan University  
Mardan, Pakistan  
2020

### Bachelors of Arts

Abdul Wali Khan University  
Mardan, Pakistan  
2017

### Diploma of Engineering (Civil)

KP Technical Board  
Peshawar, Pakistan  
2014

## Language

- English
- Urdu
- Pashto

## Experience

### Mar 2023 - Sep 2024

Khyber Tours LLC, Sharjah, UAE

#### Accounts/Operations/Sales/Quality Assurance

Responsibilities included managing corporate accounts, creating financial reports on monthly, quarterly & yearly basis, reconciling bank statements, supplier reports, fund transfers, making profit reports, sales reports, supervision of daily sales in branches. Secondary responsibility included managing data spreadsheets, keeping records & reports up to date and handling technical issues in their area of expertise.

### Aug 2021 - Feb 2023

Bank Alfalah Limited, Peshawar, Pakistan

#### Priority Relationship Manager

The responsibilities included current and saving accounts, deepening in ETBS. and NTBs portfolio, all consumer personal Loan, Credit Card, Auto finance Mutual Fund, BANCA insurance, Account Opening of government and PVT LTD companies, salary persons and other operational activities.

### Sep 2019 - Jul 2021

Habib Bank Limited, Peshawar, Pakistan

#### Personal Loan Officer

The responsibilities included providing Personal Loan Services to customers new to bank & existing to bank, complete loan documentation and creating new relationships, customer dealing at branch level, after sale service providing. Secondary Responsibilities included interviewing applicants to determine financial eligibility and feasibility of granting loans, determining all applicable ratios and metrics and set up debt payment plans.

### Jan 2018 - Mar 2019

Act International, Islamabad, Pakistan

#### Tehsil Coordinator

The responsibilities included managing over all NADRA registration compliance, meeting with stakeholders NADRA ECP, Education, District Administration & local bodies identification of Un-registered women, arranging community sessions. Secondary responsibilities included making daily, weekly and monthly reports.