



# ABDULLAH AHMED

## Account Manager (Merchant Acquiring)

☎ 0334-0589730

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📍 Rawalpindi, Pakistan

## EDUCATION

- **Bachelor of Commerce**  
Punjab Group of Colleges, Rawalpindi  
October 2018 - July 2020
- **DAE MECHANICAL**  
Construction Technology Training  
Institute, Islamabad  
September 2014 - July 2017
- **MATRICULATION**  
F.G Boys High School, Daryabad,  
Rawalpindi  
April 2012 - March 2014

## COMPUTER SKILLS

- MS EXCEL
- MS WORD
- MS POWERPOINT

## WORK SKILLS

- COMMUNICATION SKILLS
- Leadership
- Problem-Solving
- Time Management
- Adaptability
- Collaboration

## ABOUT ME

I would describe myself as passionate, hard working, optimistic, team oriented and as someone who wants to be a successful in life.

## WORK EXPERIENCE

### 1. BUSINESS SUPPORT OFFICER (OG-III)

#### ASKARI BANK (BRANCH F-11)

since 2022

I am playing role as a finance assistant, I gained experience in handling cash, clearing and remittance, funds transfer, activity checking, and income and expense booking. I ensured accurate transaction records, processed payments, facilitated seamless transfers, performed activity checks, and maintained detailed financial records.

- Accurate cash management and reconciliation
- Verification and processing of incoming and outgoing payments
- Secure and efficient funds transfer facilitation
- Thorough activity checks to ensure financial accuracy
- Comprehensive recording and tracking of income and expenses
- Reconciliation of bank statements for discrepancies
- Compliance with financial regulations and security protocols
- Analysis and reporting of financial data for decision-making
- Maintaining transparent and detailed financial records

### 2. Account Manager-Retail

#### Access Group, Islamabad

22-03-2021 to 31-08-2022

As a Sales Executive for United Bank Limited's Acquiring Business, my responsibilities included promoting and selling the bank's services, identifying potential merchants, preparing MIS reports, maintaining POS terminals, resolving reconciliation issues, assisting with disputes and charge-backs, reviewing merchant activity, and providing service support in the allocated area.

- Responsible to promote and sell the Acquiring Business of the United Bank Limited.
- Responsible for identifying potential merchants.
- Prepare MIS reports and monitor daily performance.
- Maintaining POS terminals and rolling inventory for the allocated area, visiting the merchant.
- Assisting merchants in resolving the disputes and charge-backs.
- Reviewing activity of merchants, and maintaining the productivity of merchants.
- Deploying POS terminals, providing printing rolls and providing service support to merchants in the allocated area.