



## Sajjad Khan

**Nationality:** Pakistani **Date of birth:** 3 Jan 1996

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### ABOUT ME

As a Senior CAD Officer at Meezan Bank, I bring extensive expertise in credit administration and a steadfast dedication to delivering excellence. Committed to continuous growth, I seek opportunities to leverage my proficiency and drive positive impacts within the dynamic finance and technology sectors.

### EDUCATION AND TRAINING

#### Msc. Economics

**Federal Urdu University of Arts, Science & Technology** [ 28 Feb 2019 – 28 Mar 2021 ]

City: Islamabad

Country: Pakistan

Website: <http://fuuastisb.edu.pk/>

Final grade: CGPA 3.83/4.00

#### Bachelor of Arts (BA)

**Karakoram International University** [ 1 Oct 2016 – 13 Nov 2018 ]

City: Gilgit

Country: Pakistan

Website: <https://www.kiu.edu.pk/>

### WORK EXPERIENCE

#### Senior CAD Officer

**Meezan Bank Ltd** [ 19 Jan 2022 – Current ]

City: Islamabad

Country: Pakistan

- Proficiently manage Consumer CAD Operations, overseeing Auto-Finance (Ijarah) and House Finance (Diminishing Musharaka) activities.
- Conduct thorough document reviews with attention to details and execute mortgage and redemption processes
- Coordinate seamless registration, vendor management, and insurance payments to facilitate smooth finance operations.
- Maintain and balance GL accounts while ensuring accuracy and precision in financial records.
- Conduct thorough document reviews and execute mortgage and redemption processes with meticulous attention to detail.
- Collaborate effectively with audit teams to ensure compliance, address observations, and resolve discrepancies promptly and efficiently.

#### Freelancing

**Fiverr** [ 1 Aug 2021 – 28 Feb 2022 ]

City: Islamabad

Country: Pakistan

worked as freelancer academic writer.

Provided services in writing & helping in Research Proposal, Assignments, and different projects.

## DIGITAL SKILLS

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Microsoft Excel / Microsoft Word / T24 (Temenos) / Python Language - Basic knowledge / HTML / CSS / Microsoft Powerpoint / Islamic Finance / Power BI / IBM Statistical package for Sciences (SPSS) / Data analysis using EViews and Stata / Leadership & Management / Team Work & Team Player / Freelancing Skills / Good communications

## LANGUAGE SKILLS

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Mother tongue(s): **Pashto**

Other language(s): **Urdu** | **English** | **Balti**

## UNIVERSITY PROJECTS

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### University Projects

[ 1 Mar 2019 – 1 Mar 2021 ]

- The Impact of Taxes on Economic Growth: A Reference to Pakistan's Economy.
- Money Supply and Inflation: A study of Pakistan's Economy. Human Resource and Economic Growth.
- The Impact of Government Expenditures on Environment: An Empirical Investigation.
- Fiscal Decentralization

## CERTIFICATIONS

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### Islamic Banking & Finance

[ 1 May 2022 – Current ]

- Certificate for Freelance Account Opening.
- Islamic Banking and Ethics.
- Roshan Digital Account.
- Cognos Customer 360.
- Compliance Culture.
- PEP Account Opening.