

# ASIF NAWAZ AFRIDI

## Relationship Manager

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## EXPERIENCE

### Relationship Manager

#### MCB Bank Limited LTD

📅 05/2022 - 07/2024 📍 Islamabad

- Developed and maintained strong relationships with clients to ensure satisfaction and loyalty.
- Identified customer needs, developed customized solutions, and provided knowledgeable advice.
- Conducted regular client meetings to assess progress, discuss opportunities for growth, and address any concerns.
- Created marketing materials and presentations for prospective clients.
- Analyzed competitors and market trends to facilitate business growth.
- Managed portfolio of client accounts, ensuring high levels of satisfaction and loyalty.
- Identified opportunities for cross-selling and upselling financial products to meet clients' objectives.
- Achieved client loyalty through quality, productivity, service and proactive management.

### TSO (Cashier)

#### Allied bank Ltd

📅 07/2021 - 04/2022 📍 Islamabad

- Achieve high levels of customer satisfaction through excellent service.
- Process transactions accurately and efficiently.
- Manage and reconcile daily cash drawers.
- Resolve customer complaints in a professional manner.
- Strong communication and customer service skills.
- Ability to handle cash accurately and efficiently.
- Proficiency in using T24 Software, or similar tools.
- Problem-solving skills and ability to resolve customer complaints effectively.

## SUMMARY

Seeking to leverage my extensive experience in accounting, cashiering, and relationship management within the private sector to contribute to a dynamic organization's financial success. Dedicated and detail-oriented professional with a proven track record of delivering accurate financial reporting and building strong client relationships. Passionate about driving operational efficiency and maximizing profitability through strategic financial management.

## KEY ACHIEVEMENTS

### SOPs For Emergencies (07/2021 - 07/2021)

*World Health Organization  
Standard Operating Procedures For  
Emergencies*

### SIYB Pakistan (UNDP Program) (02/2021 - 03/2021)

*Generate Your Business Idea  
(GYBI) G Start Your Business  
(SYB)*

### SIYB Pakistan (UNDP Program) (02/2021 - 03/2021)

*Generate Your Business Idea (GYBI) G  
Start Your Business (SYB)*

## CERTIFICATION

**BCM & HSE (02/2023 - 02/2023) •**  
Business Continuity Management &  
Health Safety and Environment

### Sales Excellence (10/2022 - 10/2022)

- Participation In Sales Excellence one-day Learning & Training

### Sensitization & Financial Inclusion OF PWD's (09/2022 - 09/2022)

- Participation in financial inclusion for people with disabilities Classes and Training in L&D

### Service That Matters (09/2022 - 09/2022)

- Attend Class for direct connection between your customers and your business

## EXPERIENCE

### Accountant

#### AZAAD Builders G Furnishers

📅 12/2019 - 04/2021 📍 Islamabad, Pakistan

- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.
- Analyzed financial data to identify discrepancies or trends.
- Performed general ledger reconciliations on a timely basis.
- Reported on financial results including balance sheets, income statements, cash flow statements.
- Monitored cash flows and prepared weekly cash projections.
- Reviewed financial information detailing assets, liabilities, and capital.
- Mitigated annual audit risks and developed final certification reports for small businesses.
- Maintained accurate accounts for cash, fixed assets and other transactions.

## EDUCATION

### Bachelor of Business Administration

📅 03/2015 - 07/2019 📍 Islamabad, Pakistan

- Federal Urdu University Arts, Science
- Islamabad, Pakistan
- Accounting/Finance/Marketing/P
- Project Management

### FSC Pre-Medical

📅 03/2012 - 04/2014 📍 Peshawar, Pakistan

- ICMS College System
- Peshawar, Pakistan

### SSC (Matriculation)

#### Ghazali Public School

📅 02/2010 - 03/2014 📍 Peshawar, Pakistan

## SKILLS

Leadership and team management

Strategic planning and decision-making

Excellent communication and interpersonal skills

Budgeting and financial management

Project management and coordination

Performance evaluation and feedback

Conflict resolution and problem-solving

Strong organizational and time management abilities

Adaptability and flexibility

Proficiency in Microsoft Office and other relevant software

## LANGUAGES

### English

Proficient



### Urdu

Native



### Pashto

Native



## FIND ME ONLINE

<https://www.linkedin.com/in/asif-Nawaz-afриди-889a44198/>

Username