

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 & Furnishers

From 12/2019 - 04/2021 Location 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

From 03/2015 - 07/2019 Location Islamabad, Pakistan

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

FSC Pre-Medical

From 03/2012 - 04/2014 Location Peshawar, Pakistan

- ICMS College System
- Peshawar, Pakistan

SSC (Matriculation)

Ghazali Public School

From 02/2010 - 03/2014 Location 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-afridi-889a44198/>

Username