Muhammad Farhan Abbas

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**Career Aspirations:**

To seek a challenging career in a reputable organization that provides a professional environment with fast paced growth opportunities where i can best explore my leadership, managerial, administrative and strong interpersonal skills, adding great values to the best for the organization.

**Professional Experience:**

**The Events Solutions: From October 2015 till date: Admin & Marketing Manager:**

* Managing office administration, staff hiring, payroll, vendors, salaries, payments.
* Managing new avenues for sales through data mining local and international customers, and managing sales targets.
* Official correspondence with local and international clients.
* Managing events at Lahore, Islamabad and Karachi Expo centers, monitoring staff and material provided for expo including stalls, shell schemes, counters, carpets computer LCDs, printers and other equipment with support function as well.
* To ensure all the inward and outward inventory of the equipment and managing audits.

**Standard Chartered Bank Pakistan Ltd. From January 2011 till March 2015: (Johar Town Lahore, Jhelum Cantt, Sialkot). Branch Operations Manager:**

* Review of controls on a regular basis contributing to sound operational health leading to compliance with the group and other regulatory authorities’ guidelines as well as SOPs.
* Compliance and strict execution of KYC /CDD & AML policies and procedures.
* To ensure full preparation for internal and external audits and timely rectifications of audit observations (if any). Formulation of plans thereof to avoid the repetition of the same.
* 10 years of banking experience, especially in branch operations.
* Good interpersonal /communication skills.
* knowledge of banking standards, products & services.
* Branch Management & Administration.
* Familiarity of banking laws, Exchange control regulations and rule governing sales.
* **Standard Chartered Bank Pakistan Ltd. From December 2005 till December 2010: (Tufail Road Lahore, DHA Lahore, Zarrar shaheed Lahore). Customer Service Manager/Customer service officer:**
* Review of controls on a regular basis contributing to sound operational health leading to compliance with the group and other regulatory authorities’ guidelines as well as SOPs.
* Compliance and strict execution of KYC /CDD & AML policies and procedures.
* To ensure full preparation for internal and external audits and timely rectifications of audit observations (if any). Formulation of plans thereof to avoid the repetition of the same.
* 5 years of banking experience, especially in branch operations.
* Good interpersonal /communication skills.
* knowledge of banking standards, products & services.
* Account opening, Cheque book maintenance, Atm card issuance.
* Managing Cash vault, Managing ATM & CDM.
* Transaction processing & authorizing.
* **Shapes Health Studio Pvt Ltd. From March 2003 till November 2005: (Gulberg Lahore, DHA Lahore, Model Town Lahore). Customer Service Manager/Front Desk officer:**
* Customer introduction, introduction of facility to the customers, and maintain customer retention.
* Floor management, cleanliness of the premises and maintain hygienic environment.
* Management and handling of complaints and their resolution.
* Meeting sales targets.

**Academic Qualifications:**

Masters: MA- English **Incomplete** in 2000, from University of Punjab Lahore.

Graduation: BA- Economics & political science in 1998 from Government Science College

wahdat road, **Lahore**.

Intermediate: In 1996 from Board of secondary education Lahore.

Matriculation: In 1992 from Divisional Public School, Model Town, Lahore.

Diploma in computer Applications: in 1992.

**Reference:** Reference can be provided if required.