



NADEEM KHAN

Address, City: New Al Musallah Building Naif Road Deira Dubai.

Contact No: +971 524017468

Email: nadeem.mba1122@gmail.com

Skype id: .cid.29a9b29d6932ca3f

: [linkedin.com/in/nadeem-khan-8b0741175](https://www.linkedin.com/in/nadeem-khan-8b0741175)

OBJECTIVES

Excellent communication, organization, and problem solving skills. Enthusiastic to support your client-facing staff, where I can use my interpersonal skills to achieve the best quality of service. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience. To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

EDUCATION

DEGREE/CERTIFICATES	UNIVERSITY/COLLEGE	SESSION
MBA major in Finance (18 Years of Education)	University of swat	2018-2020
BBA major in Finance (16Yrs)	University of Malakand	2013-2017
Intermediate	Govt. High School Shamozai Swat	2011-2013
Metric	Govt. High School Shamozai Swat	2009-2011

ENGLISH LANGUAGE CERTIFICATES

Duolingo English Test/ IELTS (US Institute)	2018/2022
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BUSINESS SOFTWARES

Softwares Names	Level
Tally	Intermediate
Quick Books	Beginner

SKILLS

- MS Office, Standards of Accounting, General Business Knowledge, Attention to details.
- Teamwork, Time Management, Ability to Analyze Data, Budget, Analytical Skills.
- Confident & Professional Manner, Problem Solving, general ledger, Integrity.
- Customer Services Skills, Strong Organizational Skills, Profit & loss.

EXPERINCE (CERTIFICATES)

ORGANIZATION	DESIGNATION	FROM / TO
United Bank Limited (UBL)	Branch Service Officer (OGIII)	24.10.2019 / 28.01.2022
Al Imran Cable Co	Junior-Accountant (Part-Time)	25.08.2016 / 15.09.2018
National bank of Pakistan (NBP)	Internship/ Accounts opening officer	01.01.2016 / 30.06.2016

DUTIES AND RESPONSIBILITIES

As a **Branch Service Officer** I performed to handle the daily operations of the branch's cash vault. As a **BSO** I also supervised the Transactions after transaction screening and Branch daily cash movements, ATM operations, deposit pick-up, payroll delivery, Acting Operation Manager duties and other bank services to contribute to a well-managed flow of daily transactions, etc.

Educated and engaged Customers in conversations regarding their current and future financial needs and educated Customers about Bank products and Services. Established and solidified Customer relationships by providing legendary Customer Service based on Guiding Principles. And posting incoming payments and occasionally answering VAT export queries.

And, is a **Junior-Accountant**, I performed to record journals entries, updating financial statements, preparing monthly financial reports, calculating payroll taxes and auditing, accounting records and reports to ensure compliance and accuracy. Also maintain account receivable and account payable etc.

PERSONAL INFORMATION

Father Name	Yousuf Khan
Date of Birth	10.02.1995
Passport Number	ZY4134362
Gender	Male
Nationality	Pakistani
Religion	Islam
Languages	English, Urdu, Pushto
Marital Status	Single
Visa Status	Visit Visa

REFERENCES

Available on request.