

Abdul Majid Mehboob



Personal Banking Manager

Address Rawalpindi

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OBJECTIVE To advance professional career in a dynamic, team oriented and cooperative environment where there is a maximum chance of learning expertise & offering sample opportunities of diversified exposure. I describe myself best as energetic, goal oriented and dedicated professional with excellent communication skill and ability to handle groups with authority. Challenging situations bring the best potential out of me. I have excellent technical, analytical, management and coordination skills. Achievements include improving sales and profit through innovative marketing ideas, hands-on and proactive leadership of team members.



Skills

- Outstanding Interpersonal & Communication
- Proficiency in **ARABIC** language to high standard
- Problem Resolution & Conflict Management
- Marketing Diversification
- Personal Discipline, Time Management & Target Oriented
- Project Management & Supervision
- Technical & Computer Literacy
- Operation & Monitoring of Security Systems
- Planning & Execution of Security Protocols



Work History

Nov 2020 - Personal Banking Manager

Current *Bank Islami Limited, Islamabad*

- Developed and implemented marketing and business plans.

- Provided leadership and direction to grow team portfolio and increase revenue.
- Maintained excellent relationship with customers to assess needs and propose customized solutions.
- Helped clients plan for and fund retirements using mutual funds and other options to manage, customize and diversify portfolio.
- Developed and maintained courteous and effective working relationships.

**Jan 2020 -
Oct 2020**

Relationship Manager

Bank Alfalah, Islamabad

- Monitored issues carefully and reached out to customers to provide immediate resolution and maintain satisfaction.
- Communicated regularly with clients to understand needs, evaluate current product use and cross-sell new products.
- Assisted customers with needs such as opening accounts, depositing or transferring funds, updating account details and signing up for new services.
- Networked with business leaders and executives to identify clientele within local community.
- Achieved goals for sale of bank products and services and exceeded performance metrics for customer service.
- Developed and cultivated lucrative relationships with both new and existing clients through effective communication and exemplary interpersonal skills.
- Worked with clients to address and respond to client and partnership management issues.
- Planned portfolio solutions after carefully analyzing clients' financial health and future requirements.
- Operated in self-directed environment with minimal input to solve problems and implement resolutions.

**Mar 2017 -
Dec 2019**

Relationship Executive

Bank IFalah, Islamabad

- Developed and executed targeted relationship and account development strategy.
- Managed high-value existing and new business partnerships to deliver on objectives and maximize corporate revenue.
- Maintained regular contact with clients and identified opportunities to deliver added value to client relationships.
- Investigated and resolved customer complaints to foster satisfaction.
- Assisted customers with needs such as opening accounts, depositing or transferring funds, updating account details and signing up for new services.
- Educated clients on available technological tools, enabling development and implementation of solutions to achieve personal financial goals.
- Achieved goals for sale of bank products and services and exceeded performance metrics for customer service.

**Jul 2016 -
Mar 2017**

Business Development Officer

Bank Alfalah, Islamabad

- Executed strategy initiatives to implement key changes and improvements in business development and sales programs.
- Collaborated with sales and marketing departments to support business

objectives and client acquisition.

- Maximized revenues in several programs by implementing creative sales training techniques.
- Conducted cold- calls to prospect external lead sources and advance sales process.
- Evaluated current service needs and product satisfaction levels with established customers.

**Jan 2015 -
Jun 2016**

DSNG and NOC Operator

Capital Tv, Islamabad

- Set up hardware and software in optimal configurations to meet network performance requirements.
- Used Microsoft Word and other software tools to create documents and other communications.
- Control and direct satellite activities from the ground including testing of communication equipment and systems.
- Analyze and provide information on space segment lease cost, bandwidth requirements, and frequency management

**Jul 2011 -
Nov 2014**

Technical Coordinator & Admin Officer

Egyptian Pakistani Telecommunication Service Company (Orascom) Telecom, Islamabad

- Communication of corporate objectives across all divisions through regular correspondence and scheduled status updates.
- Management of itinerary and appointments and streamlined scheduling procedures.
- Management of files and records for clients and adhered to safety procedures to prevent breaches and data misuse.
- Analyzed and solved multi-faceted problems that effected executive leaders and business initiatives.
- Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.

**Dec 2010 -
Aug 2011**

Admin Officer & Coordinator

Griffin International, Islamabad

- Maintenance of accurate, current, and compliant financial records by monitoring and addressing variances.
- Provided administrative support, including processing purchase orders, service contracts, and financial reports.
- Communicated corporate objectives across all divisions through regular correspondence and scheduled status updates.
- Contributed to team goal-achievement by collaborating with staff to develop customer service improvement initiatives.
- Identified and resolved operations challenge to promote alignment with business strategy.
- Liaised with customers to align goals and effectively manage project completion.



Education

Mar 2020 - BS (Hons) (Mass Communication).
Current *Virtual University RWP Campus - Rawalpindi*

Mar 2014 - B.A: Mass Communication
Apr 2016 *Virtual University RWP Campus - Rawalpindi*

Jun 2004 - Diploma of Associate Engineering (D.A.E.)
Jun 2007 *NWFP Board Of Technical Education - Islamabad*

Jan 1998 - Secondary School Certificate (SSC)
Jan 1999 *Ministry Of Education Saudi Arabia - Saudi Arabia*



Languages

Arabic

English

Urdu

Punjabi



Additional Information

Personal Profile

Name: **Abdul Majid Mehbob**

Father's Name: **Mehboob Hussain**

Date of Birth: **May 10, 1982**

Domicile: **Punjab**

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References

Will be furnished upon request.