



SHAH ZEB KHAN

Contact Me



+923109515585



shahzebkhanr101@gmail.com



Mohallah Umer Khel Village
And Post Office Adezai Kohat
Road Peshawar
Peshawar ,Pakistan



Social Profile



linkedin.com/in/shahzeb-
khan-
7083721a4?utm_source=share
&utm_campaign=share_via&ut
m_content=profile&utm_medi
um=android_app



facebook.com/profile.php?id=
100083536195911&mibextid=z
bwkwl

Other Info

Skills

Processing and checking Specialist
Letter of Credit and Bank Contracts
Documents Scrutiny
Reversal and Cancellation
International Trade
EKYC Scrutiny



About Me

Hard work, Passion, commitment, and creativity are what I strongly believe in. Having a diverse experience working with different Organisations,
Now looking forward to joining your organization, where I will prove and improve my skills and will surely add more value to your management. Always energetic and eager to learn new skills.
Analytical, Negotiation, Problem solving and decision making, Interpersonal and communication skill.



Experience

Nov 2020 - Till Date

Bank AL Habib Limited | Foreign Trade Officer (Back Office)

- *) Processing And Checking of LCs and Bank Contracts
- *) Documents Scrutiny and verification
- *) Checker - Bank Contracts and communicating Shortcomings to Branches
- *) TBML -Checking and Related Report Making
- *) Reversals and Cancellation
- *) Complying and implementing ICC rules and regulations.
- *) Archiving of all documents.

Bank AL Habib Limited | Trade Officer At Branch

Key responsibilities.

- *) Trade Finance Operations: Handling and overseeing trade finance transactions, including letters of credit, guarantees, and documentary collections.
- *) Documentation Review: Ensuring accuracy and compliance with international trade regulations in all trade-related documents.
- *) Communicating with clients to understand their trade finance needs, providing guidance.
- *) Risk Management: Assessing and managing the risks associated with trade finance activities.
- *) Collaboration: Coordinating with internal departments, external banks, and regulatory bodies to facilitate smooth trade transactions.
- *) Compliance: strict compliance

TBML Alerts and Reports
Business Communications
Persuasion and negotiation
Leadership & Management skills
Business Writing
Public speaking
Microsoft Office 2016
Data Driven Presentation

Awards

Certified Trade Officer from IBP.
Test was conducted on 25 Feb 2021.
Four months training Certificate in
Karachi for TBO (Trade batch officer) .
Awarded as best performer of Fort
continental (Grand Opening).

Languages

English, Urdu, Pushto

Interest

Music, Travelling, Reading Books,
Current affairs & Financial News and
Internet surfing.

*) Relationship Building: Developing and maintaining strong relationships with client's, suppliers.

*) Reporting: Generating reports on trade finance activities, transaction volumes.

2015 - 2017

VIP Guest House | Reception Manager

*) Controlling Front office activities.

Responsible for overseeing daily operations in the reception area, managing staff, handling guest inquiries, and ensuring a smooth check-in and check-out process. crucial role in maintaining a positive guest experience.

2017 - 2019

Fort Continental Hotel | Front Desk Officer / Duty Manager

*) Performed Daily Activities Like Guest checkin/out and handling of guests.

Responsible of the Smooth behaviors of front office staff as a duty manager.

2018 - 2019

Fort Continental Hotel | Night Auditor

*) Worked independently, focused on financial responsibilities like reconciling accounts, processing payments, and generating reports. managed guest interactions, handle check-ins, and ensured the security of the premises throughout the night. Checked of restaurant vouchers on a daily basis.



Education

2018 - 2023

University Of Peshawar | MBA

Got 3.34 Cgpa out of 4.

MBA in Finance (3 and half years)

Degree late Due to covid 19.

2016 - 2018

University of Peshawar | B.com

Graduate in Bachelor of Commerce

Got 1067/1400 marks A grade.

2010 - 2012

Fazaia Model School Badaber | SSC

Matriculation from Federal Board Islamabad Got 780/1050 A Grade.

2012 - 2014

Farabi Degree College Peshawar | HSSC

Fsc from BISEP Got 799/1100 A Grade.

2018 - 2019

KPK Board of Technical Education | DIT

Diploma in information technology

Got 1127/1400 A1 Grade.