

Jahangeer Qureshi

Business Administration

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Personable HR with solid background in talent acquisition, employee relations and performance management. Skilled in utilizing data and analytics to push strategic HR initiatives Strong analytical skills and committed to implementing HR policies and procedures. Successful human resource candidate with expertise in employee recruitment and training. Adept at building and maintaining positive relationships with employees and management. Strong organizational skills and committed to adhering to relevant laws and regulations. Customer-oriented Banking Officer offering more than 5 years of experience overseeing bank operations and verifying adherence to state and federal banking rules and regulations. Supportive and communicative professional polished in providing banking services to high net worth individuals and corporate customers. In-depth knowledge of available bank products and services paired with outstanding customer service abilities.



Skills

Multi - Tasking

Communications

Analytical



Work History

2015-10 -
Current

Assistant Admin Officer

Pakistan Agricultural Research Council, Islamabad

- Maintenance/updating HR book
- Provision of relevant record to assist different committees
- Handling complaints from various forums i.e Wafaqi Muhtasib, PM portal, RTI etc
- Supervised and guided new employees and responded quickly to questions to improve understanding of job responsibilities
- Prepared reports to assist business leaders with key decision making and strategic operational planning
- Created, prepared, and delivered reports to various departments.
- Created and delivered HR training sessions to staff, managers and executives.

- Attended personnel meetings and training sessions to improve skills and learn new policies and procedures.
- Developed custom database objects, stored procedures and delivered application support.
- Performed regular database backups to prevent information loss.
- Maintained complex T-SQL queries, views and stored procedures in multi-database environment with little supervision.
- Managed recruitment team and educated and mentored new advisors.
- Streamlined recruiting processes for entire team.
- Managed and organized documents for data entry tasks.
- Checked for accuracy by verifying data and records.

2014-06 -
2015-09

Customer Relationship Manager

Bank Islamic Pakistan Limited, Islamabad, Pakistan

- Preparing credit proposals
- Conducting physical visits to customer's business premises to verify purchase of stock
- Analyzing financial reports
- Determine customer needs and provide Islamic banking solutions with regards to their banking requirements
- Educate customers on product options and transactional issues
- Manage customer and bank privacy
- Conducting mortgages.

2010-06 -
2014-06

Credit Officer

Meezan Bank Limited, Islamabad, Pakistan

- Performed semi-annual account credit limit reviews and credit increase review requests from financial service and sales teams.
- Obtained and interpreted financial statements to assist in credit limit reviews.
- Analyzed applicants' financial status and credit and property evaluations to determine loan feasibility.
- Collaborated with management to evaluate credit strategies and develop improvements.
- Maintained full knowledge of current regulatory environment and made proactive adjustments to meet changing requirements.



Education

2007-01 -
2009-05

MBA: Finance

International Islamic University - Islamabad

Information Technology Basic Islamic Banking Course Advanced Banking Course