

Sajjad Ullah

Nationality: Pakistani **Date of birth:** 24/11/1998 **Gender:** Male **Phone number:** (+92) 3339720827

Email address: sajjadspns@gmail.com

Home: North Waziristan, 28210 (Pakistan)

EDUCATION AND TRAINING

Bachelor of Business Administration (HONS)

University of Science and Technology Bannu [13/10/2018 – 12/09/2022]

City: Bannu

Country: Pakistan

Final grade: CGPA 3.80/4.00

Thesis: Internship at Muslim Commercial Bank Pakistan

Short Description

The objectives and responsibilities of the internship were to receive cheques and cash for deposit to saving and current accounts, verify deposits amounts, examine cheques for endorsement and negotiability and enter transactions into Bank records.

WORK EXPERIENCE

Management Trainee Officer

Allied Bank Limited [10/07/2023 – 01/12/2023]

City: Islamabad

Country: Pakistan

Website: <https://www.abl.com/>

Name of unit or department: Commercial Banking - **Business or sector:** Financial and insurance activities

I have completed a rigorous and comprehensive training program of five months with Allied Bank Limited Pakistan. This training was comprised of two stages i.e. Class room training and On the Job training. I have developed and harnessed skills regarding Account opening, Account operations, International Trade through banking, Credit policy of bank, Islamic Banking, General Banking.

Banking Services Officer

Allied Bank Limited [05/12/2023 – Current]

City: Islamabad

Country: Pakistan

Website: <https://www.abl.com/>

Name of unit or department: Commercial Banking - **Business or sector:** Financial and insurance activities

Responsibilities and job requirements are Opening of new accounts, amendment in the existing accounts, Clearance of cheques received, making customer profiles, transfer of funds between accounts. Making International funds transfer from Pakistan. Management of locker operations like assigning, maintaining proper record of all the lockers in the branch.

LANGUAGE SKILLS

Mother tongue(s): **Pashto**

Other language(s):

English

LISTENING C1 READING C2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word / Microsoft Office / Microsoft Powerpoint / Microsoft Excel / Outlook / Analytical skills / Critical Thinking.

RECOMMENDATIONS

Teacher

Name: Dr Ikram Ullah Khan

Phone number: (+92) 3349796368

Email: ikram@ustb.edu.pk

Assistant Professor

Institute of Management Sciences

UST Bannu, KP, Pakistan

Teacher

Name: Dr Muhammad Niaz Khan

Phone number: (+92) 3009006463

Email: niazkhanbannu@gmail.com

Assistant Professor

Institute of Management Sciences

UST Bannu, KP, Pakistan