

ABDUL SAJID KHAN

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Doha, Qatar



OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EDUCATION

2023	Integral University, Lucknow, India MBA / Master Of Business Administration 7.8 CGPA
2021	Integral University, Lucknow, India BBA / Bachelor Of Business Administration 8.12 CGPA
2018	Kalika secondary school, Nepal Academic / 12th 2.32 CGPA
2016	Skylark Secondary English Boarding School, Nepal Academic / 10th 2.35 CGPA

EXPERIENCE

01 Nov 2024 - 30 April 2025	NIC Asia Bank, Nepal Customer Service Department
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WORK EXPERIENCE

- Processing transactions - Accepting cash, money orders and other deposits and withdrawals.
- Opening new accounts and saving plans closing accounts.
- Providing information to the customers about banking, products, services and answering their question.
- Addressing problems or discrepancies with customer's accounts.
- Selling traveler's checks, foreign currency and money orders.
- Collecting loan payments and other payments from customers.
- Exchanging money for customers.
- Balancing cash in the registers.

SKILLS

- Research abilities.
- Strategic management.
- Financial analysis and management.
- Human behavior and ethics in the workplace.
- Business communication skill.
- Time management.
- Data analysis.

- Marketing & Networking.
- Boost leadership potential.
- Decision making.

SOFTWARE SKILLS

- Excel.
- Ms Word.
- PowerPoint.
- Outlook.
- Social media marketing.
- Content writing... etc.

STRENGTH

- Honesty.
- Hardworking.

ACHIEVEMENTS & AWARDS

- I have completed my project on general banking activities of NIC ASIA BANK.
- Played school level Cricket Tournaments.
- Played VDC level cricket Tournaments.

ACTIVITIES

- Traveling & exploring new things.
- Cricket.
- Football.
- Swimming.
- Reading books.
- Keeping myself updated with technology advancements.

PERSONAL DETAILS

- Nationality : Nepal
- Date of Birth : 10/08/1998
- Gender : Male
- Material Status : Single
- Religion : Islam

PASSPORT DETAILS

- Passport No. : 12140909
- Expiry Date : 02/03/2031

LANGUAGES

- English, Nepali & Hindi.