

# Azeem Nazir

## PROFESSIONAL PROFILE

Accomplished and dynamic Executive with over decade of industry experience and expert knowledge of business development, operations optimization, process improvements, building strategic partnerships, and strategic growth initiatives. Proven record of accomplishments in bottom-line profitability and breakthrough productivity increases within procurement, strategic sourcing, and operations management. Skilled in achieving optimal results with competent planning, organization, and solutions-oriented approach while driving business growth and strategic alliances. Adept at identifying redundancies and maximizing resources to streamline operations. Offering proven ability to revitalize organizations, initiate company-wide campaigns, and capture untapped growth opportunities. Proficient at building and executing systems, and strategies to reach measurable and sustainable objectives.

## STRENGTHS & CAPABILITIES

- Strategic and creative thinking, with strong influencing and decision-making skills
- Exceptional ability & experience managing operational activities related to procurement
- Working knowledge of strategies & tools for controlling & optimizing business operations
- Natural strength & passion for turning analytic insights into high-impact actionable plans
- Ability to develop, review & enhance programs, for both economic viability & effectiveness
- Exhibit a driven leadership style; ensure achievement of key financial & quality metrics
- Skilled in counseling, problem-solving, & conflict management to ensure smooth workflow
- Excellent interpersonal, analytical, and organizational skills and great respect for diversity
- Solid time management with high precision in delivery in a deadline-oriented environment

## PROFESSIONAL EXPERIENCE

### M/s. Laxmidas Tharia Ved (Exchange)Co. LLC Muscat, Oman **May 2024 To Till date**

- Working as Branch Manager at Rusayil Branch, Muscat Oman
- Major responsibility to manage all Operational, Compliance & Business activities
- Meetings with Corporate Customers to Increase business & relationship
- Responsibility for making strategies & planning for business growth
- Manage employees and day to days responsibility and customer complaints
- Implementation of Compliance in order to reduce the risk
- Responsibility to check key register and files & making strategies to meet monthly targets.

#### Branch Manager

**Oct 2022 – May 2023**

#### *Habib Bank Limited Islamic Branch Hassan Abdal, Pakistan*

Core responsibility to meet Branch targets Deposits, Consumer products Credit cards, Takaful Insurance, Car Finance, Customer Relationship.

#### Branch Manager

**Apr 2015 – Oct 2022**

#### *Askari bank LTD National Centre for Physics Branch, Islamabad Pakistan*

- Core responsibility to meet Branch targets Deposits, Consumer products Credit cards, Takaful Insurance, Car Finance, Customer Relationship
- Issuance of Bank Guarantees & LC Corporate Customer
- Managed employees and lead day-to-day responsibilities.
- Assisted with customer service to ensure overall customer satisfaction.
- Oversee reports for budgets and financial reports.
- Created plans and forecasts that are built to fit future needs.



## Contact



+968 9827 1913



azeem.zimi@gmail.com



Rusayil Al Khoud 6 near Sultan Qaboos Uni. Muscat Oman

## Skills

- Visionary Leadership
- Business Development
- Operations Management
- Procurement Coordination
- Vendor Relationship Management
- Forging Networks & Partnerships
- Resource Optimization
- Continuous Improvements
- Risk & Compliance Management
- Personnel Management
- Coordination & Collaboration
- Team Building & Management
- Project Management

## Computer Skills

- MS Office (Word, Excel, PowerPoint, Front Page)
- Microsoft Windows XP
- Email/Outlook Express
- SYMBOLS (MCB's System)

## Education

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### **MBA (Project Management)**

Preston University, Islamabad  
2014

### **B-Com (IT)**

PCC University of Punjab, Lahore  
2005

### **I.Cs**

Rawalpindi Board of Intermediate  
2003

### **Matriculations (Science Group)**

Punjab Board  
2001

### **Everyday English**

Allam Iqbal Open University  
2008

## Certification & Award

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- Best Service Provider | 2021
- Training Basic Management skills
- Employee of the month | 2011
- Employee of the month | 2012
- Health Safety & Environment Training Certificate
- Whistle Blow Policy Awareness Training Certificate
- Personality Grooming Training Certificate
- Foreign Accounts Tax Compliance MCB
- Operational Risk Management
- Effective Branch Management
- Filing Income Tax Return NINVAST
- Fraud Risk Management
- Celebrating Team Spirit MCB Bank LTD
- Spot Award MCB Bank LTD
- Private Foreign Currency Accounts & SBP FE Individual

## Languages

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- English
- Urdu
- Punjabi

### **Branch Supervisor**

Feb 2007 – Jan 2010

#### **MCB Bank Limited, F- Block Blue Area Branch, Islamabad Pakistan**

- Supervision of all departments i.e., Cash, Clearing, Remittances, Foreign Remittances etc.
- Responsible for Counter Services / Operations with a view to achieve timely and accurate processing of deliverables in a professional environment.
- Ensuring that departmental activities are carried out strictly in accordance with the laid down procedures/policies, and SBP guidelines.
- Handling Stop Payments.
- Handling Account Closure.
- Checking of clearing, Transfers, Internal Transfers and Cash debit / credit vouchers and signing sheets on daily basis.
- Review of system reports and controls on regular basis, identifying bottleneck and control weaknesses with a view to achieving accuracy by suggesting correcting actions.
- Regular Review of relevant GL Heads and proper reaction to any sort of ambiguity.
- Review 6 maintenance of system reports i.e., change in account status report, cheque book issuance report, stop payment report, high value transactions and account closure report etc. on regular basis.
- Scrutinize the processes within the bank, which can cause customer satisfaction / dissatisfaction.
- Audit Compliance of Related Departments.
- Provide guidance and help in the resolution of queries /issues pertaining to the Department.
- Responsible for all post account opening maintenance i.e., restraint, stop payment, deceased, zakat indicator 6 standing instruction etc.
- Maintaining quality work through proper control, management, and dedication to work ethics.
- Liaison with Sales 6 Services staff to ensure that adequate support is provided in facilitating the branch 's service delivery standards and sales goals.
- Maintaining service delivery processes up to the mark.