

ABDUL ADEEL

Doha, Qatar | Phone +974 74491929 | Email adeelshaik89@gmail.com

LinkedIn: <https://www.linkedin.com/in/abdul-adeel-30b459141/>

Transferable Visa | Available for Immediate Joining



Professional Summary

MBA qualified Banking & HR professional with 5+ years of experience in retail banking, branch expansion, regional coordination, HR operations, and MIS reporting. Proven track record of managing 45+ branches and 350+ staff, securing 8 new branch licenses, and driving operational excellence. Available for immediate joining in Qatar with transferable visa, seeking HR Officer & Coordination, Admin Officer, Accounts Officer, or Banking Operations roles.

Core Skills

- **Banking & Financial Operations:** Business growth, branch expansion, licensing, compliance, portfolio management, Islamic banking
- **HR & Administration:** Recruitment, onboarding, staff adjustments, policy implementation, training coordination, medical claims
- **Performance & MIS:** KPI analysis, Balanced Scorecard, MIS reporting, strategic presentations, appraisal evaluation
- **Customer Service & Branch Ops:** Account opening, transaction processing, complaint resolution, KYC Management, ATM & Cheque management, Shariah compliance
- **Finance & Procurement:** Financial planning, reconciliation, payables/receivables, ERP posting, Stock audit, documentation management
- **Technical Tools:** MS Office, Advanced Excel (PivotTables, VLOOKUP, SUMIF), PowerPoint, BPM ERP, Siebel CRM, WPS Office, Green Belt

Professional Experience

Bank Islami Pakistan Ltd – Business Performance Officer OG-I (May 2023 – August 2025)

- Led regional management across 45+ branches, driving new branch expansion, HR management, KPI analysis, and annual target distribution while overseeing 350+ staff and reporting directly to the Senior Management.
- Coordinated with the State Bank of Pakistan as regional representative to secure branch licenses, conduct staff training, and lead business review meetings.
- Managed recruitment, onboarding, transfers, and medical claims sourced CVs via LinkedIn and other platforms to hire staff, planned staffing requirements for new branch openings.
- Fulfilled staffing needs by recruiting tellers and strengthening the sales force, and drove 80% of business growth across the region in multiple KPI's.
- Supervised and managed branch operations across 45+ branches, overseeing account services, KYC compliance, and daily transaction volume monitoring in line with bank policies
- Produced MIS & KPI reports using advanced Excel to improve performance tracking, and prepared annual appraisal evaluations in line with bank policies and senior management guidelines.

Innova Agri Solutions Pakistan – Regional Accounts Officer (July 2022 – May 2023)

- Managed invoicing, payment processing, and reconciliation of accounts receivable/payable.
- Conducted inventory audits and maintained financial records.
- Handled office documentation and administrative tasks.

Faysal Bank Pakistan – Relationship Officer (December 2019 – July 2022)

- Opened & managed accounts, ensuring compliance with SBP standards.
- Executed KYC documentation and onboarding processes.
- Performed core banking operations: ATM card activation, cheque book issuance, CIF updates.
- Onboarded 120+ new salaried customers in one month, meeting NTB targets.

Internships

- State Bank of Pakistan (2017) – Assisted with reconciliations & core banking data validation.
- MCB Bank Pakistan (2015) – Supported customer service & ATM/cheque activations.

Key Achievements

- Secured 8 branch licenses (3 in 2024, 5 in 2025) and led 70% work completion of 2025 branches, including full staff recruitment by July 2025.
- Rated “Exceed Expectations” in Annual Appraisals (2023 & 2024).
- Published research paper in IISTE Research Journal of Finance and Accounting (2019).

Education

- MBA – Mehran University of Engineering & Technology | CGPA: 3.70/4
- BBA (Hons) – University of Sindh | CGPA: 3.03/4

Certifications

- Microsoft Office Certification – Arena Multimedia (2019)
- Computer Hardware Technician – Allama Iqbal Computer Academy (2008)

Languages

English (Proficient) | Urdu (Native) | Hindi (Advanced) | Arabic (Beginner)

References

Available on request