

Shakeel Ahmad Choudhary

Construction/Banking

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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.



Skills

- ◆ Relationship Management
- ◆ Account management
- ◆ Business Management
- ◆ Risk Assessments
- ◆ Business Development
- ◆ Staff Management
- ◆ Budgeting
- ◆ Operations management
- ◆ Contract Management
- ◆ Profit & Loss
- ◆ Microsoft Office usage



Work History

- ◆ **Nov 2013 - Sole Proprietor**
Current *Zaaria Associates, Lahore, Pakistan*
 - Reviewed individual department performance and worked with leadership to improve processes, procedures, and practices.
 - Negotiated with suppliers and delivery workers and ordered materials according to forecasted customer demand.

- Engaged positively with staff and leadership colleagues, soliciting and encouraging feedback and collaborative spirit.
- Negotiated terms of business acquisitions to increase business base and solidify market presence.
- Analyzed and tracked business metrics and made appropriate adjustments to meet supply and demand needs.
- Made large-scale financial decisions and supervised company spending to reduce material losses and maximize profits.
- Managed financial, operational and human resources to optimize business performance.
- Developed innovative sales and marketing strategies to facilitate business expansion.
- Established and maintained strong relationships with customers, vendors and strategic partners.

◆ Sep 2012 -
Oct 2013

Branch Manager

MCB Bank Ltd., Multan, Pakistan

- Maintained friendly and professional customer interactions.
- Engaged employees in business processes with positive motivational techniques.
- Assessed employee performance and developed improvement plans.
- Interviewed and hired talented individuals with top-level strengths, improving organizational talent, and skill set.
- Created strategies to develop and expand existing customer sales, resulting in increase in annual sales.
- Resolved various issues impacting sales management and business operations.
- Complied with regulatory guidelines and requirements.
- Generated financial and operational reports to assist management with business strategy.

◆ Dec 2007 -
Sep 2012

Branch Manager

NIB Bank Ltd., Multan, Pakistan

- Maintained friendly and professional customer interactions.
- Engaged employees in business processes with positive motivational techniques.
- Met deadlines by proactively managing individual and team tasks and streamlining processes.
- Interviewed and hired talented individuals with top-level strengths, improving organizational talent, and skill set.
- Resolved various issues impacting sales management and business operations.
- Implemented service improvements to enhance sales cycle.
- Complied with regulatory guidelines and requirements.
- Examined customer loan applications for loan approvals and denials.

- Reviewed and edited loan agreements to enhance clarity and monitor compliance with requirements.

◆ **Sep 2003 - Relationship Manager**

Dec 2007

Bank Alfalah Ltd , Multan , Pakistan

- Built and maintained relationships with new and existing clients while providing high level of expertise.
- Responded to customer inquiries and resolved complaints to establish trust and increase satisfaction.
- Maintained knowledge on banking products and distribution to provide optimal service support.
- Created and maintained databases to track customer discussions and preferences for accurate, updated records.
- Designed and maintained financial models to identify and measure risks.
- Created financial dashboards to provide insights into key performance indicators.
- Complied with established internal controls and policies.



Education

◆ **Sep 2000 - Master Of Computer Science : Software Engineering**

Dec 2002 *Hamdard University - Lahore*

◆ **Sep 1998 - Bachelor Of Science: Computer Science**

Aug 2000 *Bahauddin Zakaria University - Multan*



Languages

◆ Urdu

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Native or Bilingual

◆ English

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Professional Working