

Saljooq Arshad

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Summary	An experienced banking professional with comprehensive expertise in financial management, banking operations, and leadership, holding certifications such as JAIBP and Professional Bankers Certificate from NIBAF. With a proven track record of delivering lectures on Islamic banking in the Learning and Development department to new joiners, I am well-versed in presenting complex financial concepts in an accessible manner. Now seeking to transition into academia, I aim to contribute my knowledge in finance, banking, and economics as a university lecturer. Passionate about research and fostering a collaborative learning environment, I am committed to equipping students with both theoretical knowledge and practical skills needed to excel in the financial sector.
Experience	Bank Alfalah Islamic (28/01/2025 – Till Date) Position: Branch Manager Grade: OG-1 Serving at Chandni Chowk Branch, Rawalpindi. Key Responsibilities: - Managed day-to-day operations of the branch, focusing on enhancing customer satisfaction, financial performance, and staff development. - Oversaw the implementation of Islamic banking products and services, ensuring compliance with Shariah principles. - Conducted training and development programs, mentoring new hires on banking products, customer relationship management, and Islamic finance.

Experience

HBL Islamic Prestige

(17/07/2023 – 21/01/2025)

Position: Prestige Portfolio Manager

Grade: Assistant Manager II (AM-II)

Served at Chandni Chowk Branch, Rawalpindi.

Key Responsibilities:

- Help customers with their investments and financial planning.
- Built and maintained strong client relationships, providing tailored financial solutions in line with Islamic banking principles.
- Delivered financial literacy sessions to clients, helping them understand complex financial concepts and Islamic finance.
- Played a key role in employee training programs, improving the team's understanding of Islamic banking products and customer service.
- Trade Customer On boarding

Meezan Bank

(23/08/2021 – 11/07/2023)

Position: Personal Banking Officer

Grade: SO-1

Served at following Branches:

- Liaquat Road Branch, Raja Bazar
- Shamsabad Branch, Murree Road

Key Responsibilities:

- Deposit Mobilization through effective portfolio management.
- Cross Selling of Consumer & Wealth products
- To be recognized by customers as a single point of contact for all their financial needs.
- Help customers with their investments and financial planning.
- Deliver high level of sales & service excellence.

**Professional
Qualification**

1. Junior Associateship of IBP (JAIBP)

Stage I

Cleared all exams in 1st attempt with 1 distinction in:
Business Communication for Financial Services

Stage II

Cleared all exams in 1st attempt

Stage III

Cleared all exams, 2 in 1st attempt.
Specialization: Islamic Finance

2. Professional Banker Certification

From NIBAF

3. Islamic Banking Professional Development Program (IBPD)

From NIBAF

4. Islamic Finance & Halal Jurisprudence Certification

From Al-Sadiq Institute of Islamic banking, Finance and Takaful.

5. Fundamentals of Islamic Banking and Finance Certification

Level 1 and Level 2, From Darul Uloom Memon

**Academic
Qualification**

Level	Title/Major subject	Institute	Year	CGPA/ grade
Masters	(MBA-Finance)	CUST	2021-2022	3.20/4
Bachelors	(BBA-Marketing)	University of The Punjab	2016-2020	3.50/4
Intermediate	ICS	Punjab College	2012-2014	A
Matriculation	Computer Science	Army Public School	2010-2012	A1

Professional Skills

- **Financial Analysis:** Proficiency in analyzing financial statements, cash flow, and balance sheets.
- **Regulatory Compliance:** Knowledge of banking regulations and the ability to ensure compliance with industry standards and legal requirements
- **Public Speaking & Presentation:** Delivered numerous lectures on Islamic banking to new joiners in the Learning and Development department, demonstrating strong communication and presentation skills.
- **Research & Analysis:** Proficient in researching financial topics, with a deep understanding of Islamic banking principles, financial products, and market trends.
- **Leadership & Mentoring:** Led and mentored teams, providing guidance to junior staff and helping new joiners integrate into banking roles.
- **Subject Matter Expertise:** Extensive knowledge in Islamic banking, financial management, customer relationship management, and banking operations.
- **Digital Tools:** Familiar with Microsoft Office Suite, banking software, and learning management systems (LMS) for educational delivery.

References will be provided on demand.