



Zahid Ali

Human Resources Professional
| MBA (HR)

CONTACT

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📍 islamabad, pakistan

PROFILE

MBA (HR) professional with experience in employee record management, leave administration, recruitment support, and compliance. Skilled in HR operations, documentation, and organizational support with strong focus on accuracy and efficiency.

EDUCATION

- **NATIONAL UNIVERSITY OF MODERN LANGUAGES ISB**
Master of Business Administration
Completed in 2024
- **NATIONAL UNIVERSITY OF MODERN LANGUAGES ISB**
Bachelor of Business Administration
Completed in 2021
- **PUNJAB COLLEDGE RAWALPINDI**
INTERMEDIATE
Completed in 2014
- **AL-MUSTAFA PUBLIC SCHOOL**
MATRIC
Completed in 2013

SKILL

- MS Office (Word, Excel, PowerPoint, Outlook)
- Leave & Attendance Administration
- Employee Record Management
- Account Opening & Processing

WORK EXPERIENCE

Scrutiny Officer

Aug 2025 - Present

Askari Bank Ltd

- Managed document scrutiny and verification for account opening in compliance with AML/KYC regulations.
- Maintained accurate employee and customer records, ensuring confidentiality and compliance with policies.
- Supported operational efficiency through proper documentation, filing, and data management.
- Coordinated with teams to ensure smooth workflow and adherence to regulatory standard

Operation Officer

Jan 2023 - Aug 2025

MCB Bank Ltd

- Maintained and updated employee records with accuracy and confidentiality.
- Managed employee leave data and ensured proper documentation.
- Supported account opening and documentation processes with attention to detail.

CERTIFICATIONS

ML-TF-PF Risk & KYC AND AML & GREEN BANKING

Institution: MCB BANK 2023 - 2024

Computer Literacy

Institution: DG Skills Institute Feb 2022-may 2022