

# ASAD ULLAH



## CONTACT

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## SUMMARY

Adept at enhancing operational efficiency and customer satisfaction, I leveraged my expertise in database management and interdepartmental coordination at Bank Alfalah Limited and Faysal Bank Limited. My background as a student at international Islamic university Islamabad showcases my ability to impart complex information effectively, blending analytical skills with clear communication. Achieved notable improvements in service delivery by streamlining processes.

## EDUCATION

### BACHELOR OF BUSINESS ADMINISTRATION (FINANCE)

With Distinction Certificate

International Islamic University, Islamabad

2018-2022 3.70 CGPA

### INTERMEDIATE OF COMPUTER SCIENCE

Federal Board of Intermediate and Secondary Education (FBISE)  
Punjab College, Ayub Park Campus, Rawalpindi

2016-2018 First Division

### MATRICULATION (SCIENCE)

Federal Board of Intermediate and Secondary Education (FBISE)  
Aviation Army Public School And College, Rawalpindi

2013-2015 First Division

## SKILLS

- Microsoft Excel
- Microsoft Word
- PowerPoint
- Outlook

## WORKING EXPERIENCE

### BANK ALFALAH LIMITED

#### Area Support Associate (Coordinator)

July 2025 - Present

- Managing data collection and analysis, Preparing and disseminating reports and instructions
- Assisted in hiring and talent acquisition
- Conducted meetings and training sessions
- Maintained effective communication with departments

### BANK ALFALAH LIMITED

#### Counter Services Officer

Oct 2024 - July 2025

- To assist operation manager by keeping follow up of e-mails and coordinating with relevant departments for completion of activities
- Maintaining and updating different databases
- Processing different amendment requests

### FAYSAL BANK LIMITED

#### Branch Services Officer

Jan 2023 - Oct 2024

- To collect and maintain official data from different branches regarding multiple assignments.
- To attend meetings on behalf of branch and discuss minutes of meeting with staff.
- To ensure proper filing and documentation of branch related activities
- To arrange and suggest topic for daily morning huddle