



Jeddah, Kingdom of Saudi Arabia
Email: abdullahkhan0345@gmail.com
Mobile: +966 565915070
Residence Status: Transferable Iqama

ABDULLAH SAEED

PERSONAL STATEMENT

A performance driven, accomplished individual with 5+ years of experience as an Executive assistant and also an aid to the administrative department. Also, led 25+ team members by direction, supervision, and review. A problem solver, and target-oriented individual, aligned with organization values and objectives. Aiming to lead by inclusion and diversity and obtain a responsible career opportunity to fully utilize my skills while significantly contributing to the company's success.

EXPERIENCE RUNDOWN

RETAL Urban Development (November 2023 to July 2025)

Executive Assistant (Secretarial / Administrative):

- Managed complex calendars and schedules for the GM, ensuring efficient time use and conflict-free planning.
- Coordinated internal and external meetings with agendas, minutes, and follow-ups.
- Filtered and prioritized communications, reducing executive workload by 35%.
- Prepared reports, presentations, and business documents with accuracy and clarity.
- Acted as liaison between executives, departments, and external partners with discretion.
- Monitored project timelines and supported coordination to meet key deadlines.
- Handled expense reports and budgets, improving accuracy and compliance.
- Maintained structured digital and physical filing systems for easy document retrieval.
- Oversaw daily executive office operations for smooth administrative flow.
- Planned executive retreats, board meetings, and internal events end-to-end.
- Drafted a detailed job description for a senior management vacancy.
- Supported employee onboarding and coordinated interviews and training.
- Conducted research and prepared briefing materials for executive decisions.
- Improved admin processes, reducing delays and increasing productivity.

EXPERIENCE

RUNDOWN (CONT'D)

Bank AL Habib Limited (August 2019 to June 2023)

Roshan Digital Unit (Team Leader / Business Analyst – February 2021 to June 2023):

- Scrutinized and cross verified the information as an authorizer.
- Cross-verified all client documents to ensure accuracy and compliance before authorizing account opening requests.
- Followed a multi-step verification process to gather complete and accurate customer information.
- Ensured all required documentation and checklists were completed and met internal policy standards.
- Authorized and forwarded account opening requests for final processing only after full compliance review.
- Followed up with departments to track account status and ensure timely processing.
- Managing agents and ensuring the assigned tasks are completed on timely basis.
- Verifications and authorization of all applications.
- Accountable for all KYC processing on a timely basis.
- Updating clientele about the available financing facilities that they can avail according to their eligibility.
- Processing applications of politically exposed (PEP) customers with thorough due diligence and collaboration with all the departments.
- Monitoring and arranging trainings for team.
- Coordinated with all the stakeholder departments and responded to their queries and requests.

Business Development Division (Internal HR – December 2020 to February 2021):

- Shortlisting Candidates CVs
- Conducting initial interviews
- Arranging interviews of the candidates with the division head
- Arranged two primary recruitment drives (50+ candidates each)

Account Opening Officer (Branch – August 2019 to December 2020):

- Guiding the customers regarding the accounts depending on their needs
- Helping the customer throughout the process of request submission and documentation
- Scrutinizing the documents submitted by the customers
- Processing the request through the designated software/portals
- Submitting the documents to the back office departments for further processing
- Verifying the customers through welcome letter confirmation
- Handing over the account running instruments to the customers

EDUCATION

- **Bachelor of Business Administration – BBA (2017)**
Iqra University, Karachi
- **Higher Education Certificate (2013)**
Govt. Degree Science and Commerce College, Karachi
- **Secondary School Certificate (2011)**
Happy Home School, Karachi

ACHIEVEMENTS

- Designed the job description for one of the management positions, which is now implemented company wide.
- Led the end-to-end procedure of hiring, from job posting to onboarding.
- Influenced the existing management procedures.
- Generated new standard procedures for administrative operations.
- Achieved the targeted 10,000+ accounts in 9 months duration.
- Achieved the deposit target of 100 Million USD in 9 months duration.
- Received a promotion one year prior to the due appraisal on the basis of performance.
- Participated in designing the base documents for department applications.
- Contributed to the UATs for interface designed for our customers.
- Established and maintained the BCP site.

SOFT SKILLS & ABILITIES

- Problem-solving
- Timely decision making
- Critical thinking
- Detail oriented
- Department transformation
- Team player

REFERENCE

Available upon request
