

**Zia**

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| **Career Objective:**My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation. **Professional Snapshot:** I am meticulous and results oriented business executive offering over 6 years of professional experience including 5 years in the UAE in Bank Operations and Accounts. |

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**Professional Work Experience:**

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**Organization:** **Emirates National Bank of Dubai PJSC (Tanfeeth LLC)**

(The Leading Banking Group in the Region)

**Tenure:**  May 2015 – April 2017

**Designation:** **Operations Officer (E-Channels, Clearing & Telegraphic Transfers-Payments)**

**Key Responsibilities:**

* Processing internet banking Smart Business customer transfer payments through Correspondent bank to beneficiary bank.
* Processing internet banking individuals transfers (Bank net) payments through Correspondent bank to beneficiary bank.
* Process internet transfers in various currencies and routing to beneficiary bank.
* Modify the stuck payments in FTS and routing to Beneficiary bank.
* Modifying the Swift Messages in Swift Alliance Messenger (SAM) and transfer it to the beneficiary bank

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**Telegraphic Transfers-Payments (Operations Processing Unit)**

**Key Responsibilities:**

* Expertise in Outward Payments in different Currencies (Remittances) throughout the World Banking.
* Permitting of outward payment orders such as MT103, MT202.
* Accountable for Processing Swift Payments & timely ensuring them as per Central bank Policy, and ensure at the backend if all Payments gone through successfully through swift alliance and FTS. Such as 202 outgoing.
* Modifying all outward Payments in UAEFTS & Swift Alliance Messenger.
* Maintenance of payments routing in the Remittance system, and verification of Signatures in Sigcap application.
* Managing investigations of various types of remittance related complaints
* Processing of Payments, Bulk payments, Cancellation request, repairing of messages through the system (SWIFT/UAEFTS), establishment and Issuance of Demand Drafts, follow the process of Refunds, Amendments and Cancellations of payments.
* Swift verification outward remittance.
* Ensuring all the same day value payments are modified and future dated to be processed on future dates.
* To process Telegraphic Transfer in FINACLE Core Banking Application & BPM.
* Ensure that customer accounts are not utilized for money laundering or terrorist financing.

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# Organization: Al Fajer Security & Maintenance Services Dubai UAE

**** (Thinking Leader in Providing Quality Reliable Soft Services)

**Tenure:**  Sep 2012– Nov 2014

**Designation:** **Accountant**

**Key Responsibilities:**

* Working in all accounts areas like Accounts Payables, Accounts Receivables, Cash Management, General Ledger and Payroll Management modules.
* Making Reports of Accounts Payable Position, Accounts Receivable Position, Cash Management & Inventory.
* Coordination with Bank for online payments and Transfer to Supplier.
* Finalization of Accounts including preparation of Profit & Loss Account & Balance Sheet in accordance with applicable IAS & IFRS
* Maintaining petty cash.
* Maintaining Bank book and cash book as per Bank Statements.
* Maintaining Debtors & Creditors, expenses & other Ledgers.
* Verification of expenses relating to day to day office/support expenses.
* Prepared monthly payroll and managed banks in salary transfers.

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**Organization:** **Lahore Medical Instruments Pvt Ltd (Siza International Group)**

(The Leading Medical Disposables Manufacturer in Pakistan)

**Tenure:**  April 2010 – Jan 2012

**Designations:** **Data Analysis Officer**

**Key Responsibilities:**

As a Data Analyst I collect data on sales figures, market research, logistics, or transportation costs. My specific responsibilities include:

* Analyze the feedback of Chemists & Whole sellers and prepare the report for management.
* Analyze the Sales data on daily, weekly & monthly basis and also to analyze the status of sale persons’ targets.
* Analyze of the Machines’ status and shift wise problems on daily, weekly and monthly basis for generating report for management.
* Estimate the total potential of different cities according to the customers’ feedback.
* Keep record of daily total Sales Order and Zone Wise Sales data.
* Verify the Sales vouchers according to the sales orders.
* Prepare the report of daily orders in hand according to the factory stock.
* Prepare the manufacturing orders report about issued quantity, wasted quantity, yielded quantity and actual yield. To make a summary and compare it with the previous month.
* Prepare the sales invoices according to the sales order & its copy send to the customers.
* Maintain the daily orders advices of sales orders and to prepare the daily delivery schedule.

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**ACADEMIC EDUCATION:**

2007-2009 **Masters in Business Statistics & Management (Finance)**

 **(Statistical Division of Stat Bank of Pakistan)**

University of the Punjab Lahore, Pakistan

**Major Courses:-** Financial Accounting, Human Resource Management, Marketing Management, Financial Management, Financial Analysis Modeling & Forecasting, Management Information System, Operational Management, Managerial Economics, Corporate Finance, Banking & Finance, Statistical Methods, Probability Distribution, Time Series etc.

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**CERTIFICATION:**

**Global Financial Compliance** fromCharted Institute for Securities & Investment (CISI) United Kingdom Continue.

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**TRAINING CERTIFICATES:**

1. Accounting Standards in Islamic Banking **Islamic Accounting Standards** from Emirates Institute for Banking and Financial Studies Dubai UAE**.**
2. **Basel Accords Compliance Insights-Basic** fromEmirates Institute for Banking and Financial Studies Dubai UAE**.**
3. One day training Workshop on **Team Building** fromBlue Ocean Academy Dubai UAE.
4. One Weak training Workshop organized by **Department of Protective System (DPS)** Dubai UAE.

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**ONLINE TRAININGS:**

* Introduction to Islamic Banking
* Money Laundering & Terrorist Financing
* FATCA Training
* Fire and Safety Awareness
* Communication Skills
* Critical Thinking
* Cheque Security Features-Awareness Module

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**BANKING APPLICATIONS:**

* Finacle Core Banking Solution (FinOne System)
* FTS (Fund Transfer System),
* Smart Business Application
* Swift Alliance Messenger
* BPM
* ICCS

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**COMPUTER PROGRAMMING & SKILLS:**

* Well versed in MS Office Suite
* Oracle SQL
* SPSS Software
* C- Language with Programming
* Installation of Windows & software
* QuickBooks

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**PERSONAL INFORMATION:**

**Marital Status :** Single

**Driving License:** Valid UAE Automatic Light Vehicle

**Visa Status :** Residence Visa (Free Zone)

**Visa Expiry :** Aug 2017 (Can Join Immediately)