Huzaifah.150551@2freemail.com

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| **Objective** |
| Seeking a challenging opportunity to demonstrate my skills and abilities and aim for simultaneous achievement of corporate and personal goals in a rewarding global organization offering career growth and professional development. |

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| **Professional Experience**  |
| ***Bank AL HABIB LIMITED*** | **May 2014 to Date** |
| **Foreign Trade Department- CPU:**Working as ‘**Assistant Manager Imports' (Import Payments Supervisor)*** Presently working in Import Payments Unit and handling local /foreign payments including LC/ Contract/ Collection/A.P.
* Swift operation of import payments.
* Managing queries from various branches related to payments.
* Managing Non-Centralized branches including KEPZ, Bahrain, & Malaysia.
* Working on export centralization project.
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| ***NIB Bank Limited***  | **June 2006 to May 2014** |
| **Foreign Trade Department- CPU:**Worked as ‘**Assistant Manager Trade Services ’ (Trade Supervisor) and was responsible for:*** Documentation, disbursement, and repayment of various Refinance loans

(Including Post / Pre shipment Part I, and Part II). * Checking of export shipping documents.
* Disbursement & repayment of LTFF loans.
* Refinance reporting to SBP on monthly and quarterly basis.
* Export L/C Advising (Including local and foreign L/C).
* Export Payment of Reimbursement Claims against L/C.
* Have also handled lodgment of export documents along-with realization of export proceeds.
* Import Payments local /foreign (LC/ Contract/ Collection).
* Import Loans including FIM / FATR/ PAD/ PDA.
* Swift operation regarding checking and creation of various messages.
* Performing successful Internal & SBP audit.
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| ***MEEZAN BANK LIMITED*** | **Jul 2004 to June 2006** |
| **Worked as ’Credit Administration Officer- Consumer Banking’ and was responsible for:*** Preparation & Review of Legal Documentation, Disbursement, Termination, Daily monitoring of Over Dues, along with Repayments, and Insurance matters related to House Finance, Car finance & Staff Loans.
* Maintaining MIS of all customers, Daily reconciliation of related accounts & charge documents, with timely reporting of statements as and when required.
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| ***PRIME COMMERCIAL BANK LIMITED*** | **Sept 2002 to Jul 2004** |
| **Worked as’ Credit Officer’ in Branch and was responsible for:*** Providing product information to customers and develop a customer base for consumer loans, account opening, etc.
* Preparation of credit proposals & trade related matters (Import /Export) in line with the customer.
* Daily monitoring of Over Dues, along with Repayments.
* Maintaining MIS of all customers & timely submission of reports to Head Office.
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| **Professional and Academic Education** |  |
|  **Particulars**  | **Year** | **Institute / University / Board** | **Grade / Division** |
| **Masters in Business Administration (Marketing)**  | 2002 | Hamdard Institute of Management Sciences | 3.3 CGPA |
| **Bachelor of Commerce (Finance)** | 1999 | Commecs Institute of Business Education (Affiliated with Institute of Business Administration I.B.A.)  | 2.7 CGPA |
| **Intermediate (Pre-medical)** | 1997 | D.J. Govt. Science College, Karachi. | Grade B |
| **Matriculation (Science)** | 1995 | St. Patrick’s High School | Grade A |

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| **TRAINING & DEVELOPMENT** |
| * Received One week training on "**General Banking Principles**" by Head of Training **Prime Commercial Bank Limited.**
* Attended a workshop on "**Why Islamic Banking**" in **Meezan Bank Ltd.**
* Attended a workshop on "**Car Ijarah**" in **Meezan Bank Ltd.**
* Attended a workshop on "**Customer Relationship Management**" in Institute of Bankers Pakistan by **PICIC Commercial Bank Ltd.**
* Attended a workshop on "**Export Refinance- SBP**" organized by Business Development Institute in **NIB Bank Ltd.**
* Attended a 3 day training program on **“Trade Finance Beginners”** at **Institute of Bankers Pakistan.**
* Have cleared 2 courses of Institute of Bankers Pakistan Diploma.
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| **Personal Information** |
| * **Marital status:** Married
* **Date of birth:** 03rd December, 1979
* **Nationality:** Pakistani
* **Languages:** Urdu, English and Gujarati.
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| **Professional Skills** |
| * Completed 1 Module of Diploma in Computer Science from “ Noor College of Computer Science”
* Can also operate other Banking applications.
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| **Geographical Work Preference** |  | **References** |
| Can travel within and outside station for official assignments. |  | References will be furnished upon request. |

To whom it may concern

Dear Sir,

I am a post graduate in Business Administration from Hamdard University. My resume will indicate that I have worked as a banker for more than 13 years in four different financial institutions. I have handled various activities related to Customer service, Credit Administration & Foreign Trade (Import, Export, and Export Refinance). I am confident that my leadership quality backed with extensive work experience would be ideal for your organization.

The summary of my professional qualification is as follows:

* More than 13 years of banking experience.
* Ability to solve customers' problem with sound judgment and professional approach.
* Assigning and helping team in meeting the targets.

The success of the organization will depend on customers' satisfaction. And I assure you that I will put all my efforts in satisfying your customers, and bringing profit to your Organization I would welcome your effort in calling me for an interview to discuss the position in depth. I thank you for the opportunity given to apply for the position.

Yours sincerely,

Huzaifah