[Huzaifah.150551@2freemail.com](mailto: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. | |
| ***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. | |
| ***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. | |
| ***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