**curriculum vitae**

**Gulfjobseeker.com CV No:** **1317138**

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**Career Objective**

**Seeking new challenges in (occupation) which effectively utilizes (professional experience)**

**Academic Qualification:**

* ***Bachelor of Commerce from Dr. BR Ambedkar University (B.Com)***
* ***Year 2003***

**Skills:**

* PC literate, competent in MS Office applications and have strong analytical and statistical skills.
* Ability to plan & organize work effectively as well as adopt a flexible approach to change.
* Ability to demonstrate accuracy in task/process with care and attention to completion

**Professional Experience**

**HSBC BANK,** India

**Role: Payments Processing & Sanctions Screening**

**Department: Payments & AML / Sanctions (Back Office Work)**

**Exp. 7-8 Yrs**

**Responsibilities:-**

* Overall 7+ years of experience in Bank back office operational work in payments department. Acquired broad understanding of International, Economic, Trade, and Financial Sanctions & Anti Money Laundering
* Review & process semi automated wire transfers originating from E-channels, Manually, Swift net etc.,.
* Process Inward and Outward payments in Multi Currency across the world on online payments system.
* Review & escalate multi-currency payments in compliance with Anti Money Laundering and Sanctions Laws.
* Keep a track of all payments and process as per the priority and request.
* Prepared reports, memorandums, and other types of correspondence and distributed or mailed them as advised.
* Handle escalation calls, customer complaints & queries relating funds tranfers
* Make/receive necessary calls to the branch or the relationship manager to resolve queries.

**Hindustan Engineers Syndicate,** India

**Role: Accountant & Admin**

**Department: Accounts Payable & Receivable (Construction Industry)**

**Exp. 2-3 yrs**

**Responsibilities:-**

* Responsible for making Payments to suppliers. (According to Purchase order sent, Invoices and delivery notes).
* Maintaining suppliers account.
* Analyze monthly payables and receivables of the company.
* Maintaining Petty cash accounts.
* Handling complete procurement department and the responsibility includes:
* Getting Material Request from the site.
* Sending Quotation to the suppliers.
* Issuing of purchase order based on the materials specification, brand, and delivery date, Mode of payment, payment conditions.
* Follow up to delivery at the site.
* Assisting Manager and Engineers for making reports and tenders quotation work .

**PERSONAL DETAILS:**

Date of Birth : 12 July 1982

Marital status : Married

Nationality : Indian.

Languages known : English, Urdu and Hindi.