**SAMI **

Date of Birth : 4th February 1990

Nationality : Pakistani

Marital Status : Single

Email address : [sami.340107@2freemail.com](mailto:sami.340107@2freemail.com)

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**5 YEARS OF EXPERIENCE IN BANKING AND FINANCE**

**Career Objective:**

Being into Banking and financial side for nearly 4 years, with currently working in NIB bank and previously worked in major organization Standard Chartered Bank, I have gathered potential knowledge in various side of banking sector such as Trade finance queries (Export and Import), Account services, cheque clearing, Transaction processing and each and every query of corporate customers related to account and credit card which lies in my expertise.

I’m looking for a challenging and rewarding opportunity in an organization where I could get more exposure on my career and I can utilize my skills and knowledge which will contributes towards organizations growth. Seeking a job with a dynamic organization to apply accrued skills in contributing the achievements of tangible and intangible organizational objectives. I can handle pressure and motivate the team for achieving target. I am always eager to adopt new work conditions and new challenges.

Target Industry: Foreign Trade (Import & Export Management)/ Corporate Banking/ Investment Banking/ Accounting Department/ Islamic Banking/ Back office operations

**Professional Experience:**

**NIB BANK (KARACHI):** **January2015- Till-to-date**

Department: Branch Banking, SMEC,

Designation: Trade Finance Officer, Grade-12 (OG-2)

Job Profile:

* + Export bill negotiations, Form-E certify (Weboc), reporting, export letter of credits and export bills for collection, advance payments, forward booking, export bill discounting & purchased, scrutiny of export docs, ERF, Export advance payments balancing and reporting to SBP.
  + Imports documentary credits, lodgment and retirement of import documents, ship breaking LC’s, import collection, dealing with treasury, FE-25, shipping guarantees and advance payments.
  + Foreign Remittances.
  + Manage proper reporting & record.
  + Look after fresh / renewal / enhancement credit lines.

**Standard Chartered BANK (KARACHI): January 2013 till 2015**

Department **:** Contact Centre, Standard Chartered Bank, Karachi

Designation **:** Customer Care Associate

Job Profile **Resolving priority Customer queries over the phone then and there.**

**Transaction Processing**

* Process balance order/ standing order instructions as per customer request.
* Process stop payment of cheque requests within the stipulated time frame.

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**Investment Operations:** (Banc assurance products)

* Inquiry related to customer’s current insurance which is enrolled in accounts

**Credit Operations- Personal loan and Credit cards**

**Clearing cheques & processing postdated cheques:**

* Ensure inward/ outward clearing cheques inquiry over the phone
* Inquiry to customers whose cheques have been returned for various reasons.

**CANADIAN CALL CENTER:**

Department: Marketing Sales

Designation: Caller Agent

Job Profile **: Informs clients by explaining procedures; answering questions; providing information**

* Worked under Senior manager
* Ability to deal with different types of callers
* Used to convince the prospect that they have actually won something

**Internships:**

**RBS BANK:**

Department : General Banking

Job Profile : **Account Opening Procedures**

* Used to assist floor manager on various aspects
* Solved different customer queries related to account opening procedure
* Ability to deal with different types of customers

**SONERI BANK:**

Department : General banking

Job Profile : **Account Opening Procedures and other Customer queries**

* Have worked in various departments during 6week
* A little information about Loan procedure
* Concept of Inward and outward clearing of various cheque
* customer queries regarding account

**Courses:**

* Air ticketing course from Grace Institute
* Ms.Office course from APTECH Institute

**Education and year of Passing**:

* MBA in Finance from Iqra University Karachi (2017)
* B-com cleared with 2nd division (2011)
* Intermediate with commerce in 2nd division (2009)
* O-levels with commerce from School of Excellence (2008)

**Computer** **Skills** : MS Office tools

**Linguistic Proficiency:** English and Urdu

**Special Interests:**

* Player of football team in NCC (Rebellions football club)
* Reading newspaper and weekly magazines related to sports
* Playing basketball and Football

**References:** To be furnished upon request