****

**Wasif**

**Banking Professional**

Email Id**:** wasif-394136@2freemail.com

Dubai

United Arab Emirates

**Profile Summary:**

Competent and result-proven professional with 10+ years of managerial / senior executive level experience of handling **Trade Finance & Cash Management OPS**. Rendered top quality work performance in providing managerial support for large-sized corporation. coordinating with outsource vendors and surpassing performance parameters. Familiar with Internal Quality Audit, primarily in documents preparation and standard implementation. Holds excellent leadership, analytical, problem solving, organization, time management, communication and interpersonal skills.

**Professional/Academic Qualification:**

**Master in Business Administration (MBA)**

Finance & Accounting, Preston University, Pakistan

**ACMA – Part II**

Institute of cost & management accountant of Pakistan

**Bachelor of Science**

University of Karachi, Pakistan

|  |
| --- |
|  |
|  |

**Area of Experience Include:**

Trade Finance Financial Planning Banking Operations

Cash Management Financial Analysis Policies and Procedures

**Career Time Line:**

|  |  |  |
| --- | --- | --- |
| **Designation** | **From** | **TO** |
| **Finance Manager** |  July 2014  | Present |
| **Asst. Manager –Trade Finance/OPS** |  May 2007 | Mar-14 |
| **Trade Finance Officer** |  Oct 1999 | Apr-07 |
| **Load Control Officer** |  Mar 1996 | Apr-99 |
| **Accounts Officer** |  Oct 1995 | Feb-96 |

**Core Competencies:**

**Dubai, U.A.E (July 2014 – Present)**

**Finance Manager**

* Ensure to manage funds in such a manner as to maximize return on investment while minimizing risk and also ensuring that an adequate control structure is in place over the transfer and investment of funds.
* Ensure that sufficient funds are available to meet ongoing operational & capital investment requirements.
* Report to management on variances from the established budget and the reasons for those variances.
* Assist in determination of product pricing in relation to features offered & competitor pricing.
* Assist management in the formulation of its overall strategic direction.
* Ensure to execute staff salaries through **WPS**
* Coordination with clients & audit team to ensure timely completion of audit as well as addressing audit issues raised during the course of audit and resolving them.

**Dubai, U.A.E (May 2007 – March 2014)**

**Assistant Manager – Trade Finance Unit**

* Supervised the department responsible for documents under Import and Export Letters of Credit. This involves in-depth scrutiny of L/Cs.
* Ensuring all documentation is in line with the bank’s requirements and also a twenty four hours turnaround of the L/C with Zero tolerance for errors. A team of six staff in the Import Document Checking Unit was directly reporting to me.
* Headed the priority Processing Unit which has been specially set up for key clients of the bank to ensure that all their Trade Finance requirements are met within a three hour window.

Job Profile includes:

1. To act as a Manager, whenever Dept head is on leave.
2. Ensure that service indicators are tracked on a timely and accurate basis according to defined methodology.
3. Bring to the attention of the department head instant needs in terms of training, equipment, infrastructure or any other business requirements that promote superior service delivery.
4. Investigation of queries encountered relates to L/C transactions with counter parties asking for their approval for non-receipt of funds, duplicate payments and solution of such discrepancies within time limit.
5. Managed to information reports, to prepare and follow up to ensure accuracy of the required reports and make sure timely submission of it.

**Supervisor – International Trade Services**

* Scrutinized documents under Import and Export Letters of Credit
* Inform document status to the other banks by using **UCP 600, URR525 & ISBP**.
* Ensured that discrepancies in documents, if any are advised to the presenting bank within the permissible time period as stipulated in the **UCP600**.

**Assistant Manager - Cash Management Unit (OPS)**

A team of nine staffs in the unit was directly reported to me on the following job descriptions.

* Online SWIFT, Bank & Salary transfers for major corporate & premier retail customers, Internal transfers, execution of standing orders, ensure to execute Manager’s cheque via E-box check **(My single authorization limit up to AED 25,000.00)**
* To ensure Central bank cover for AED payments within Treasury back / front office TAT through my team, FX reporting to Treasury for foreign currency payments, to execute all queries from customers and from correspondent banks, follow up on Investigations.
* Foreign Currency payments transferred to other banks through **MT103** and **IFE**.
* Ensure to execute **WPS / UAEFTS** salaries within Central bank TAT and apply all fundamentals checks before proceedings. (.i.e. Signature verification, To check debit a/c for availability of funds, check back dated request to avoid duplication).
* Ensuring SLAs are met with other units. Accuracy rate over 99%, ensuring process adherence to regulatory, money laundering and compliance requirement.
* Perform a daily check list (DCFC) to ensure readiness for service delivery. Ensure to reconcile **Nostro** & **GL** A/C’s on daily basis & make sure all to be identified items at EOD.
* Prepared **BRD** (Business Required Documents) and present to different stake holders for their review to identify the cost and obtained their approval for completion, ensure the **UAT** testing and put it into LIVE production.

**Projects Handled**

* Implementation of **WPS** system in OFFSHORE (BSS / IGS) Chennai, India.
* Implementation of **UAEIBAN** and **UAEFTS** form of account conducted by UAE Central Bank.
* Completion of **Synergy** cleanup (Back log) exercise.
* Phone charged back project.
* **MI** Automation.
* Actively involved to prepared **process manuals** and **flow charts** for Cash management OPS.
* **UAEFTS Version 3.0** launched in Barclays Bank PLC, Dubai

**Dubai, U.A.E (October 1999 – April 2007)**

**Trade Finance Officer**

Worked in Sheikh Zayed Branch as LC Supervisor from Mar 2006 to April 2007

* Coordinate, distribute and monitor the activities related to the Export LC among the lower employees.
* Upon completion of process prepare credit proposal and forwarded to CFD committee for their approval.
* Monitor the proposals for Export LC such as Pre-shipment, post shipment and issue Letter of Assignments to other banks and prepare proposal of factoring. Upon acceptance, preparing and calculations for the same.
* Monitor the Pre-shipment and post shipment loan facility.

Scrutiny Officer in BSI Export LC Unit (From Jan 2004 to Feb 2006)

* Scrutinizing the documents received from the presenting party.
* Notifying the discrepancies to the Beneficiaries as well as providing them necessary guidelines to rectify it.
* Schedule preparation of negotiated / approval documents for dispatch.
* Lodging reimbursement claim for the negotiated documents as per LC terms.

Scrutiny Officer in Import LC Unit (From Oct 1999 to Dec 2003)

* Examining the documents received from the negotiating Bank.
* Notifying the discrepancies to negotiation Bank and to the Applicants, if any.
* Preparing settlement calculation for clean / accepted documents as per LC terms and forwarding the same to remittance section for execution.

**IT and Banking Software:**

* Banking software **Trade Innovation** (T.I) for Trade Finance products.
* **Flex Cube** (Retail & Commercial)
* **Raqmiyat** (Wages protection system WPS)
* **Synergy** system for (verification of customer’s signature).
* **MS Office, Visuals**

**Achievements**

* Attended **Letter of Credit** and **Anti Money Laundering** course conducted by Emirates Institute for Banking & Financial Studies, Sharjah, U.A.E.
* Attended **Corporate Banking & Credit Management** course conducted by Emirates Institute for Banking & Financial Studies, Sharjah, U.A.E.
* **AML & KYC** Training participated in various training sessions on “Anti Money Laundering & KYC” held by Barclays Bank PLC, Dubai, U.A.E.
* Attended **Insurance seminar** conducted by Iran Insurance Co., Dubai, U.A.E.
* Attended **LEAN training & Emerging Leader** course conducted by Barclays Bank, Dubai, UAE.
* Appreciation letter from **Emirates Airlines**, Jeddah, Saudi Arabia during Hajj flights.

**Personal Details**

|  |
| --- |
|  |
| Nationality | : | Pakistan |
| Date of Birth | : : | 12th December 1974 |
| Marital Status | : | Married |
| Languages | : | English, Urdu & Arabic (beginner) |
| Driving License | : | Valid UAE driving license |

**Reference**

Available upon request with supporting documents