

Mobile : 050-583 2571

abdulmoeed007@icloud.com

Address: Vill Machiwall, P.O
Khas, Teh & Distt
Gujrat Pakistan



Abdul Moeed

Personal summary

An accomplished analytical thinker and passionate problem solver who has the ability to read and interpret complex regulations and then make accurate operational decisions regarding them. I have a long track record of evaluating compliance and operational issues within bank and then taking appropriate actions to improve operational performance. I have the skills and abilities necessary to develop and implement policies, Procedures and programs that will ensure compliance with existing regulations and best practices. On a personal level I am proactive, motivated and has a high level of customer service orientation. Right now I am looking for a position where I can make a positive contribution and would likely to work for a company that has an inclusive environment where employees have the opportunity to succeed.

Career History

1. July 2016 to date

FINCA MICROFINACNE BANK LTD

- **Credit Officer – FMBL Lalamusa (MAY 2016 to date)**
- **Cashier- National TAXI DUBAI 2 year EXPERIENCE**
- **Finance Manager –JAZZ FRANCHISE ISLAMABAD**

Major Work and Responsibilities:

- Ensure efficiency, quality and control over loan creation and completeness of CDD/ AML activities
- Analyze operational risks, procedures, work flow and controls on an ongoing basis for continual improvement
- Manage loan processing and account opening functions
- Growth and management of deposit and loan portfolio
- Supervise financial transactions
- Troubleshoot problems related to customers finances and management
- Be in charge of the bank Vault; process payments; and monitor the finances held at bank
- Supervise transactions processed by other customer services staff
- Manage complete operation activities of branch
- Possesses a working knowledge of bank secrecy regulations, AML/CFT law

Professional Skills

Knowledge & Skills

- Investigating and determining the cause of irregularities and errors
- Proven ability to consistently make the right decision and judgments
- Proven leadership skills and ability to lead small and large teams
- Highly developed research skills
- Self-starter
- Extensive knowledge of planning , managing and designing training programs
- Possess excellent administration and customer service skills
- Proficient in handling multiple tasks simultaneously and work under pressure

Personal Skills

- Intellectually curious
- Keen to learn and eager to improve personal knowledge
- Able to meet highest level of work schedule and attendance standards
- Proven executive level communication skills
- Strong reasoning and organizational skills
- Proficient in English language

Academic Education

- **Bachelors in Commerce (B.Com) 1st Div** from the University of Sargodha
- **I.Com 2nd Division** Gujranwala Board
- **Matriculation 1st Div** from BISE Gujranwala.

Achievements in Studies

- 3rd position in Chief Minister's Essay writing competition in whole district

Computer Knowledge & Skills

- **General** Excellent knowledge of MS Word, MS PowerPoint, MS Excel,
- **Banking** Symbols (CBS), hPlus (CBS)

Languages

English, Urdu, Punjabi

Hobbies

Reading Auto Biographies, newspapers, traveling, watching documentaries & play football .

Personal Profile

- Father's Name Abdul Raheem
- Passport No. E9057609
- Date of Issue 14/04/2022
- Date of Expiry 13/04/2027
- Domicile Gujrat, Punjab
- Marital Status Married
- Date of Birth June 16, 1995
- Nationality Pakistani