

MUHAMMAD KALEEM

Flat # 8 4th floor Plot number 45 street -01 Quaidabad Landhi Karachi.

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CAREER PROFILE:

Result oriented, tirelessly hardworking, competent and organized individual. I would like to work in a highly competitive, dynamic, progressive and challenging atmosphere where I can use my abilities, competencies and capabilities to achieve organizational goals and polish my skills as well.

ORGANIZATION HBL (Centralized inward remittance department):

Presently I am working in HBL Centralized inward remittance department since April-2016.

ASSIGNMENT:

- ❖ Ensure to print the SWIFT messages (MT103), sorting as per transaction nature (Individual or Commercial)
- ❖ Swift (foreign currency) messages (MT103) coding as per AD Branch code.
- ❖ Scan all swift (foreign currency) messages (MT103) and forwarding to concern branches for confirming the transaction nature (Trade / Commercial) and for Form IRV/Form R / supporting documents as per transaction nature.
- ❖ Ensure to perform daily NOSTRO recon as per outstanding transaction and monitor the high aging transaction.
- ❖ Ensure for strict compliance and follow up of outstanding transaction with concern branches whereas timely reminders to be sent to branches for early disposal of payment instruction (MT103).
- ❖ Ensure to processing of Inward Foreign Remittances in core-banking system.
- ❖ Ensure to maintain transaction record in archiving area.
- ❖ Ensure to provide the audit samples as per requirement.
- ❖ Ensure to set up the smooth running of CIRD BCP/DR program along with its testing periodically.
- ❖ Ensure to manage the data on monthly and yearly basis for management review when required.
- ❖ To issue Debit Authorities to remitting bank as per request of remitting bank or if bene customer does not fulfill regulatory requirement after getting confirmation from Nostro Recon Dept. And upon approval from our supervisors.

EDUCATIONAL DETAILS:

Program	Board/University	Year
B.Com (Commerce)	University OF Karachi	2014
Inter (Commerce)	Karachi Board	2009
Matriculation (Science)	Karachi Board	2006

COMPUTER SKILLS:

1. MS Office
2. Internet Browsing & email

LANGUAGE:

1. English
2. Urdu
3. Punjabi

PERSONAL DATA:

Father's Name: Muhammad Saleem Khan
Marital Status: Married
Date of Birth: 08-04-1990
NIC No: 42501-9971311-3
Domicile: Karachi
Nationality: Pakistani

REFERENCE:

- ❖ To be furnished on request