

MUHAMMAD SADEEN KHAN

Remittance Processing Officer



OBJECTIVE:

Seeking to advance my career within an organization where my experience, abilities and performance can have a positive impact on the organization's productivity. Searching a spirited environment where I am tasked with problem solving and analytical duties.



sadeenkhan87@gmail.com



00923323002022



Karachi, Pakistan.

WORK EXPERIENCE

Joined **HABIBMETROPOLITAN BANK** as a **Remittance Processing Officer** from 10-May-2022 to Present.

Post: Branch Banking Officer (**BBO**)

Grade: OG-I

Department: Operations - Islamic Banking - Al-Falah Court Corporate Branch.

JOB DESCRIPTIONS:

Sending or receiving money from Pakistan to a foreign countries for businesses, organizations and individuals persons living in Pakistan and outside of Pakistan.

INWARD REMITTANCES Received against Export of Goods / Services, for Investment Purposes, Donations, Gifts, etc. After taking approval from Compliance Department.

OUTWARD REMITTANCES Request and documents i.e Invoices, copy of agreement and other related documents, annexure, purpose of remittances are received from the companies and individual customers in the country to which they are to be sent and after scrutinized the documents sent it to FE Manual Help Desk for taking approval as per SBP FE Manual 2002.

ROSHAN DIGITAL ACCOUNT (RDA):

To handle RDA accounts queries, Processing of RDA account holders Inward remittances & Repatriation Request for Non-Resident & Resident Pakistani accounts.

COMPLIANCE FILE NOTES:

Timely respond compliance file notes which generated on all transactions in the branch at day end every day.

ITRS REPORTING to SBP:

To report all foreign currencies transactions to SBP through ITRS reporting system by the end of month.

PREVIOUS EXPERIENCE

Worked in a leading well reputed and well recognized professional Allied Bank of Pakistan as a **UNIVERSAL TELLER** from September 2014 to March 2022. Grade M.G-10, in Branch Banking.

JOB DESCRIPTION:

- Account Opening of Personal Account, Sole Proprietor Account, Joint Account, Partnership Account, Asaan Account.

- Responsible for the handling, processing and servicing of clients' branch transactions in a Prompt, efficient manner.
- Accurately process deposits, withdrawals and payments.
- Issue Pay Orders, Call Deposit Receipt (CDR), Demand Draft (DD) through account and cash, Issue Cheque Books.
- Inward / outward clearing, dealing with National Price Bonds.
- Remittance Payments and Accept Utility Bills.
- Accounts research on the bank system, transfer funds on-line and process miscellaneous items.
- Operating ATM machine. (Daily Cash Balancing and Daily Replenishment)
- Understand bank products and respond appropriately to customer inquiries regarding products.
- Understand Retail Banking policies and procedures for position and ensure compliance.

QUALIFICATION

EMBA (Finance Accounting) Completed in 2016
From (Preston University, Karachi)

B.com (Graduation) Completed in 2012
From (University of Karachi)

TECHNICAL EXPERIENCE

- Expert Knowledge in computer related operations.
- Use T24 Software in Allied Bank Limited.
- Windows & All Software Installation.
- Microsoft Word, Excel, Power Point, Outlook Express.
- Internet Operations & E-mail handling.
- English Typing (30-35 wpm)
- Urdu Typing (60-70 wpm)

PERSONAL QUALITIES

- Ability to work under severe pressure & to get along with everyone.
- Proven Customer service ability.
- Good communication skills.
- Ability to perform job functions accurately and with attention to detail.
- Ability to multi-task and remain organized.
- Ability to maintain confidential customer and Bank information in a responsible and secure manner.