

MUHAMMAD RAHAT RAFIQUE

Officer Audit/Compliance

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Dubai, U.A.E



OBJECTIVE

To find challenging career in an esteemed organization so that I may grow professionally, while earning a good reputation amongst my peers. I am seeking a position that will utilize my skills and expertise while offering chance for advancement

EXPERIENCE

Officer Audit/Compliance CCG & ICD Implementation

Allied Bank Ltd

03/2022 - Present Karachi, Pakistan

Allied Bank Limited is the fifth largest commercial bank in Pakistan and is a subsidiary of Ibrahim Group. Allied Bank with its registered office in Lahore is one of the largest banks within the country with over 1400+ branches and ATMs.

- .Timely rectify closure on-site/off-site audit/monitoring reports (Internal/External/Regularly/Special etc).of branches/regional office
- .Coordinate pre-audit activity in branches for Internal/External Audit
- Coordination with audit teams during Regular audit
- .Following up for recovery of identified Leakage of Income in branches and overdue Locker Rent
- .Assist in Insurance Claim handling(including lodgment, Survey Arrangements, Follow-up and Settlements)
- .Coordinating branch old record archiving/retrieving management
- .Follow up with branches for reporting of ITRS and SBP returns as per prescribed timelines
- .Any other assignment assigned by line management
- .Follow-ups for Under review accounts and CP's
- .Counter readiness Follow up

Banking Service Manager

Allied Bank Ltd

09/2021 - 02/2022 Karachi, Pakistan

Allied Bank Limited is the fifth largest commercial bank in Pakistan and is a subsidiary of Ibrahim Group. Allied Bank with its registered office in Lahore is one of the largest banks within the country with over 1400+ branches and ATMs.

- .Effectively and efficient manage the overall operations of the branch within a controlled environment.
- .Support business on an ongoing basis and in new initiatives, for generating volumes/revenue for the Bank and service delivery.

Banking Service Officer

Allied Bank Ltd

01/2021 - 08/2021 Karachi, Pakistan

Allied Bank Limited is the fifth largest commercial bank in Pakistan and is a subsidiary of Ibrahim Group. Allied Bank with its registered office in Lahore is one of the largest banks within the country with over 1400+ branches and ATMs.

- .Process transactions and services as per laid down procedures of the Bank and SBP regulations within defined turn around time, while ensuring that quality service is provided to customers.

SKILLS

MS Excel MS Office Data Analysis

Communication Leadership

Team Work Problem-Solving

Time Management Creativity

Interpersonal

LANGUAGES

Urdu, English

Intermediate



TRAINING / COURSES

Tellers Training Program

General Banking Officer

AML/CFT/CPF

Islamic/Shariah Banking

EXPERIENCE

Teller

Allied Bank Limited

📅 08/2017 - 12/2020 📍 Karachi, Pakistan

Allied Bank Limited is the fifth largest commercial bank in Pakistan and is a subsidiary of Ibrahim Group. Allied Bank with its registered office in Lahore is one of the largest banks within the country with over 1400+ branches and ATMs.

.Perform functions related to cash handling of the branch as per Bank/SBP's instructions and guidelines within defined turn-around time circulated from time to time while ensuring that quality service is provided to customers.

EDUCATION

PGD in Statistics

[University of Karachi](#)

Bachelor's in Commerce

[University of Karachi](#)

Intermediate Science

[Karachi Board](#)

Matriculation Science

[Karachi Board](#)