



# SYED GHAYAS SHABBIR BUKHARI

ASSISTANT MANAGER OPERATIONS (AMO)



Al Jarwan Building, Industrial area # 12,  
Near Geco Signal, Sharjah, 000000,  
Sharjah, United Arab Emirates



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## ABOUT ME

I have more than 8 years of demonstrated Retail banking experience in large commercial banks (ZTBL, MCB, UBL) in Pakistan having branches in Gulf countries as well. Good knowledge about Customer services, Banking practices, Cash management, Foreign remittance, Operations and administration.

## LANGUAGES

ENGLISH

URDU

HINDI

## PERSONAL DETAILS

**Date of birth**  
09-March-1987

**Nationality**  
Pakistani

**Visa status**  
Visitor

**Marital status**  
Married

## WORK EXPERIENCE

### ZTBL BANK LTD

Multan  
Jul 2018 - Present

#### Assistant Manager Operations

Currently working as Assistant Manager Operations (AMO) in One of the largest commercial banks in Pakistan. Core responsibilities includes Banking Operations;

1. Accounts opening by following KYC, AML/CFT guidelines.
2. Cheque books management receiving & delivering to customers.
3. Cash supervision i.e petty cash management, Checking opening & closing balance, keeping tally of physical cash, tally of Inward/Outward via cheque, Pay orders, Demand Drafts.
4. Foreign remittance of Gulf countries, UK, USA (Inward/Outward) following the live rates to ensure profitability of the organization.
5. Keeping tally of cash, security stationary.
6. Debit cards management i.e receiving & delivering to customers on time.
7. Following the guidelines of the Compliance department for daily vouchers.
8. Audit rectifications of the recorded report within time.
9. Lockers operations i.e issuing & operating instructions following.
10. overall maintenance of the branch premises i.e Health & Hazard safety equipments maintenance.
11. Following Quality control protocols prescribed by the Bank.

### MCB BANK LIMITED (MCB)

Multan  
Jan 2017 - Jul 2018

#### Marketing Officer

Previously worked as Marketing Officer in one of the largest commercial banks in Pakistan and also have branches in Gulf countries including UAE. Core responsibilities include;

1. Marketing of fresh prospective clients to Bank (NTBs).
2. Providing excellent customer services to existing as well as new customers.
3. Handling account opening forms for opening of new accounts in Centralized Account processing system(CAPS).
4. Following the Know your customer (KYC) guidelines and performing CDD/EDD duties to protect AML/CFT breach.
5. Following compliance and audit department guidelines for account opening and vouchers.

### UBL BANK LIMITED (UBL)

Multan  
Sep 2015 - Jan 2017

#### Relationship Manager (RM)

Previously worked as Relationship Officer in one of the largest commercial banks in Pakistan and also have branches in Gulf countries including UAE. Core responsibilities include;

1. Marketing of fresh prospective clients to Bank (NTBs).
2. Providing excellent customer services to existing as well as new customers.
3. Handling account opening forms for opening of new accounts in Central Processing Unit (CPU).
4. Following the Know your customer (KYC) guidelines and performing CDD/EDD duties to protect AML/CFT breach.
5. Following compliance and audit department guidelines for account opening and vouchers.

EDUCATION

VIRTUAL  
UNIVERSITY OF  
PAKISTAN  
Multan  
2021

● Master's Degree  
My qualifications is Masters of Public Administration (MPA) which is a specialized degree for Human Resource Management having focus on Public Administration in Public and private sector.

SKILLS

CUSTOMER SERVICES

ATTENTION TO DETAIL

CASH DEPOSIT MANAGEMENT SYSTEM  
(CDMS)

TEMENOS, T24

SYMBOLS

CASH HANDLING

EXTRA-CURRICULAR ACTIVITIES

Mar 2023 - Mar 2023

