

Zulfiqar Ahmed

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Experience Summary:-

I am currently working with GFS Builders & Developers as a Compliance Officer and also worked with Dirham Exchange Co in UAE, as a Manager HR & Compliance and also worked as the Operations Officer, Logistics Coordinator, Purchaser and Assistant Project Coordinator in NLC on different projects in collaboration with ISAF / NATO, US Consulate Karachi during my job tenure and received appreciation letters and also as a Technical and cooperation Coordinator while i am in Geo – TV (IMC). I have led a team and also catered as Individual contributor.

Achievements:-

- Received Certificate of Continuous Professional Development - on AML/CFT Compliance in Dec 2019.
- Successfully completing Certificate in Advanced Anti-Money Laundering & Counter Terrorism Financing from the Allied Compliance Consultants & FERG on Oct 2019
- (CAMI) Successfully completed Certified Anti Money Laundering Investigator training on June 2019.
- Received Certificates for coordination's and also for good conduct and Team Man Ship.
- Received letters of Appreciation from the Consulate General of United States of America for the year 2010 and 2013.
- Received Certificates of Participation from Foreign Exchange & Remittance Group of UAE for the month June and Oct 2015.
- Successfully completed Certificate in Import & Export Management in Jan 2014 from the Institute of Professional Advancement.
- Letter of Appreciation of good behavior at the Workplace.
- UAE – Dubai Light Vehicle Driving License Valid till 30/07/2025.
- UAE Central Bank Approved Compliance Officer since June 2015.

Skills Profile:-

- **14+ years** of experience in Operations Coordination and Logistics administration and Compliance Culture in financial services.

Education:-

Degree and Date	Institute	Major and Specialization
MCS - 2012	Karachi University - KU, Karachi	Master of Computer Science
PGD (CIS) - 2006	Karachi University - KU, Karachi	PGD - Computer and Information Science
B. I.T - 2004	Al Khair University - AJK, Karachi	Bachelor of Information Technology
B. A – 2003	Karachi University - KU, Karachi	Bachelor of Arts

Career Profile:-

Dates	Organization	Designation
April 2022 till to date	GFS Builders & Developers	Compliance Officer
Feb 2015 till Sep 2020	Dirham Exchange Co	Manager HR & Compliance
Jan 2009 to Jan 2015	National Logistic Cell	Logistics & Administration Coordinator
Oct 2006 to Dec 2008	Geo TV Corporation	Technical Coordinator
Jun 2005 to May 2006	College of Physicians & Surgeons Pakistan	Operations Officer

Experience Profile:-

Period	April 2022 till to date
Entity	■ GFS Builders & Developers – Karachi , Pakistan
Position	Compliance Officer
Process	Legal & Compliance
Responsibilities	<ul style="list-style-type: none"> ■ Entity Reporting – Report directly to Team Head & Managing Director ■ Checking that department reports and records are accurate and reliable. ■ Ensure company functions in a legal and ethical manner. ■ Acting as the Assistant to Legal Department on legal affairs. ■ Record retention i.e. reports/ record / notices and suits / warning / agreements. ■ Coordinating with different departments to ensure compliance as per company policies and procedures. ■ Coordination with departments on daily basis issues. ■ Assist and advice in development of compliance program, review company policies and advising management on possible risk. ■ Necessary action on non-ethical / wrong practice functions and report them to the acting manager or managing director. ■ Filing and record retention

Period	Feb 2015 till Sep 2020
Entity	■ Dirham Exchange Co. - UAE
Position	Manager HR & Compliance
Process	Operations & Compliance
Responsibilities	<ul style="list-style-type: none"> ■ Entity Reporting – Report directly to General Managing of Dirham Exchange Co. ■ Imparting duties of HR / Compliance ■ working as the office administrator ■ Acting as the Alternate Compliance officer in the Central bank of the UAE ■ Handling documentations and legal contracts. ■ Coordinating UAE Central Bank Inspection.

	<ul style="list-style-type: none"> ■ Coordinating on Employees daily basis issues. ■ Preparing Telegraphic Transfers for different Trading Entities. ■ Exchange Coordinator and representative on e-mail communication. ■ Draft authorization letters ■ Vendor and client coordinator ■ Arranging office meetings ■ Handling staff ■ Purchaser and Assistant Project Coordination ■ Official coordinator of Dirham Exchange Co ■ Inventory Management ■ Draft and maintain official documentation and correspondence ■ Filing and record retention
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Period	Jan 2009 to Jan 2015
Entity	■ National Logistic Cell – Karachi , Pakistan
Position	ACHC Supervisor
Process	NLC Dry Port – Karachi, Pakistan
Responsibilities	<ul style="list-style-type: none"> ■ Entity Reporting – Report directly to Officer Commanding Dry Ports NLC ■ Perform duty as a Coordinator to OC & Addl. GM in Dry Port ■ In charge coordinator of the four ports KICT, PICT, KPT, PQ ■ Provision of NO Objection Certificate in collaboration with ISAF / NATO and US Consulate to transport their cargo to Afghanistan. ■ Client meetings and legal coordination ■ Responsible for overall operations / documentations of Dry Ports. ■ Outstanding ACRs' (Annual Confidential Reports) ■ Received letters of Appreciation from the Consulate General of United States of America for the year 2010 and 2013. ■ Establishment branch head ■ Prepare and managed client documentation ■ Client and vendor coordinator ■ Logistical reporting ■ Warehouse Management ■ Handling Bill of Lading and Consignment documentation ■ Validating and filing of documentation

Period	Oct 2006 to Dec 2008
Entity	■ Geo TV Independent Media Corporation – Karachi , Pakistan
Position	Control Room Officer
Process	Technical Coordination
Responsibilities	<ul style="list-style-type: none"> ■ Report directly to the Technical - Senior Manager. ■ Worked as Technical Coordinator ■ Responsible for PCR , MCR , Feed Room , Satellite Operations ■ Responsible for recording different feeds from networks eg. Reuters

	<ul style="list-style-type: none"> ■ Worked on Audio Mixture and video switcher during different studio recordings. ■ Coordinate with anchor, producer, and director for recording ■ Responsible for Morning News Bulletin. ■ Keep record of News Bulletin and programs ■ Team Leader and Associate Technical Assistant
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Period	Jan 2005 to Sep 2006
Entity	■ College of Physicians & Surgeons Pakistan – Karachi , Pakistan
Position	Operations Officer
Process	Operations Department
Responsibilities	<ul style="list-style-type: none"> ■ Report directly to the Manager Operations & Secretary CPSP. ■ Worked as Operations Officer ■ Keep record of correspondence and filing day to day activity on system ■ Manage staff record and their duties ■ Liaise with different internal departments to expedite the process. ■ Entering student membership records and maintain their timing schedule ■ Perform MOD Manager on Duty once in a week ■ Prepare iteration of the members ■ Manage and organize different award giving programs ■ Assist secretary CPSP on drafting ■ Assist General Manager on their operational activities ■ Assist legal advisor on his follow ups and e-mail correspondence

References:-

■ Sami Ullah	GFS Builder & Deve	Sr. Legal H	advocatesamiullah@gfs.com
■ Riyadh Mahdi Abbas	Dirham Exchange Co	General Manager	riyadh@dirhamex.com
■ Colonel Hassan	National Logistic Cell	Officer Commanding	dpcolhas@nlc.com.pk
■ Tanveer Rizvi	Geo Tv English	Technical Manager	trizvi@geo.tv
■ Ansar Ahmed	CPSP	Manager Operations	ah@csp.edu.pk

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