



NASIR SHAHZAD

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Mafraq Labour City 01 Abu Dhabi Al Ghurair International Exchange
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OBJECTIVE

To work in a competitive environment that effectively utilizes my analytical, inter personal, leadership and organizational skills to conceive and achieve solutions. The solutions which help the organization in not only meeting its targets, but also allowing it to grow, thereby, enhancing my own skills as an individual and as a key player in the organization's development.

EDUCATION

Preston University Islamabad

September 2016

Bachelor Science in Computer Science
(Honours)
3.6 CGPA

Askaria College

October 2009

Intermediate in Computer Science
B Grade

Federal Government Technical High School

Jun 2007

Matriculation with Science
B Grade

PROJECTS

Project Merit Certificate (May-2016)

Institute: Preston University Islamabad.
Remarks: Android Based Project (ICO Share)

PERSONAL DETAILS

Date of Birth : 03/September/1988

Marital Status : Married

Nationality : Pakistan

ADDITIONAL INFORMATION

Father's Name: Muhammad Shabbir
Passport#: RS5149963.
Expired on: 28 September 2031
Visa Status: Employment Visa,
Visa Expire Date: 10 February 2023
Gender: Male.

SKILLS

Teambuilding & Supervision. General Office Maintenance. Administration Skills. Ability to work under pressure Accuracy Ethics Handling Money Self-Motivated

Operating System (Win XP, Win Me, Win Vista, Win 2000_2012, Win 7, 8 &10). Microsoft Office (Word, Excel, PowerPoint, Access, Outlook). Installation Windows and Software. Computer Hardware. Email, Internet Browsing. Social Media. Troubleshooting

EXPERIENCE

Al Ghurair International Exchange

June 2022 - Present

Branch Compliance Officer

Monitoring I-Shield and Clearing ISTR and Reassigned ISTR, Communicate with Customer for Required Documents for Releasing transactions, Updating KPI and AML and guide to other staff regarding updates memo regarding compliance, Monitoring and Keeping Records of Highest Value Transactions (FC and Remittance), Clearing all customers queries regarding Compliance, Monitoring CID, CDD and EDD. Resolving issues relating KYC. Every Weekend Report to Compliance Officer.

Al Ghurair International Exchange

December 2018 - Present

Remittance Staff

Managing all the cash transactions in the workplace. Looking after the forex dealing. Do the remittances of different countries. Do the salary payment and submission of the salaries of employees. Working on WPS SYSTEM and registration of the new companies. Preparing of all report (Forex, Daily cash reports, day end Report) on a daily basis. Providing the best services to the customers.

Religion: Islam.

Travel Palace Pvt Ltd

May 2017 - December 2017

Ticketing Sales Officer

Sales and Dealing with customer for the Ummrah Package and Ticket etc, Monthly Closing and communicate to Organizations
Monitoring officers, Managing and handling Cash of Sold out Tickets, Monitoring Sales, Customer Representative, Sales Record.

Askari Bank Limited

June 2015 - September 2015

Internship in General Banking and Operations

Offered friendly, efficient customer services and challenging situations with ease. Handling and Updating Customers Records and Accounts, Maintaining Expenses, Balance Sheets, Credit and Debit Record Maintaining, Dealing Customer's Locker, Filing and Managing File Records etc.

Sigma Motors Ltd Range/Land Rover

Jan 2010 - Oct 2012

Storekeeper

Storekeeper Generated custom store Key Performance Indicators, automating reports with ClearPoint to better monitor performance. Mailing and Updating Online Orders, Handling and Dealing Stock Issuance and Stock Receiving, Stock taking, Handling Inventory Stock (Inventory Sheet) and updating, Updating Expenses in Excel Sheets, Handling Data Base and Backup of the Previous Records etc.

ACHIEVEMENTS & AWARDS

Project Merit Certificate (May-2016) Institute: Preston University Islamabad. Remarks: Android Based Project (ICO Share)

Best Employee for the Month (Nov-2019)
Organization: Al Ghurair International exchange.
Remarks: Awarded with Cash and Certificates.

LANGUAGES

Urdu

English

Punjabi