

AMMAR MEHMOOD

Block # 116 House # 1 Area 5-D New Karachi,
0343-2716325
Ammarmehmood44@gmail.com

OBJECTIVES:

Employment with a dynamic organization, which will enable me to apply my creative skills and have the opportunity to develop in-depth knowledge.

EDUCATION:

Emaan Institute of Management & Sciences.

- ☐ BBA FROM EMAAN INSTITUTE OF MANAGEMENT & SCIENCES (Degree Awaited)
- ☐ Newports Institute.
- ☐ B. Com from Newport Institute of Communication and Economics.

Higher Secondary.

- ☐ Intermediate (Pre-Engineering) from intermediate board of Karachi.

Secondary.

- ☐ Matriculation from Board of Secondary Education Karachi.

EXPERIENCE:

Working in UBL as a CAD Officer (OG-II) from 05th Dec 2022 to date

- Managing & Monitoring Approved Proposals, issuance of Facility Advising Letter (FAL) and required documents checklists for all type of Financing (Funded and Non- Funded), Security Documentation, Security perfection till issuance of DAC as per Bank credit policy and Central bank's requirement.
- Monitoring of Insurance of pledged stocks, Hypothecated Stocks, Leased Assets I.e. Machineries and Vehicles on daily, weekly & monthly basis

- To ensure recover applicable CLP and other charges as per SOC and to send the debit advices to the concerned branches in a timely manner.
- To ensure timely recovery of applicable CLP/NOC or any other charges as per SOC's/approvals.
- To conduct a regular monitoring of exception reports for early resolution by keeping constant follow up with business groups so as to bring them well within set threshold and to maintain healthy portfolio of the bank.
- To ensure accuracy & timely submission of exception reports to concerned business groups and CAD Head Office
- Ensure Good audit ratings in the Internal, External & Central Bank audits, close coordination with audit teams to finish audit in given time frame
- Look after of all Valuation reports, Legal opinion, Search Reports & Insurance Policies Confirmation Letters etc. from External Agencies.
- Daily Correspondence with Valuers, Lawyer, Insurance Companies and other external agencies/vendors regarding customer's facilities.

Working in JS Bank as a CAD Officer (MG-5) from 02nd Aug 2021 to 02nd Dec 2022

- Documentation Unit

- Preparation of Control Documents for the financing facilities.
- Preparation of Offer Letters
- Scrutiny of security/charge documents.
- Issuance of Documentation Check List.
- Other Miscellaneous work assigned by the Regional Head CAD.

Working in Askari Bank as a CAD Officer (OGII) from 23rd Oct 2020 to 27th July 2021

- Documentation Unit

- Preparation of Control Documents for the financing facilities.
- Preparation of Offer Letters
- Scrutiny of security/charge documents.
- Issuance of Documentation Check List.

- Issuance of Disbursement authorization certificate (DAC).
- Limit feeding in Flexcube System as per DAC & approval.
- Other Miscellaneous work assigned by the Regional Head CAD.

Worked in Habib Metropolitan Bank as a CAD Officer (OGIII) from 02nd Oct 2017 to 20th Oct 2020

- Documentation Unit

- Preparation of Control documents of funded and non-funded facilities as per the approval.
Issuance of PDCC (Pre-Disbursement Compliance Check List) for implementation of limit in the system.
- Collateral Security Input (Customers wise) in system/hPlus.
- I have also implement the Module of Automatic Control Documents preparation in MS Office (facility-wise).

COMPUTER SKILLS

Microsoft Office Professional, Operating System, Windows 95, 98, ME, XP, Internet Surfing / Web Material Searching also worked professionally on Hplus, T24 & FLEXCUBE

TRAINING & COURSES

- Three Months Certification Course on Product Development in Islamic Banking.
Tenor: Feb – 2021 to April – 2021

LANGUAGES:

- English: Excellent speaking, reading & writing.
- Urdu: Excellent speaking, reading & writing.

PERSONAL INFORMATION:

- ☐ Father's Name: Mehmood Hassan Khan
- ☐ CNIC No: 42101-1512379-1
- ☐ Date of Birth: 09 February, 1994
- ☐ Marital status: Married
- Religion: Islam

REFERENCE:

Will be furnished upon request.