



# Loveet Kumar

**Date of birth:**27/08/1994 | **Nationality:**Pakistani | **Gender:** Male | **Phone**

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**Address:** Bonton Building Meena Bazaar Bur, Dubai, United Arab Emirates

## WORK EXPERIENCE

23/04/2021 – 13/03/2023 Karachi, Pakistan

### TRADE OPERATION OFFICER SONERI BANK LIMITED PAKISTAN

1. Ensure timely and accurate processing of all Trade related products such as Import/Export Letters of Credit, Import/Export Bills and Documentary collection services etc.
2. Monitoring ERF-related Transactions & check the documents and submit to SBP.
3. Monitoring financials against FIM and FATR.
4. SBP Products related schemes monitoring.
5. Screening of Computer KYC to check their line of business and Turnover of Trade Transaction.
6. Lodgment of Export Documents and BCA Marking & Settlement of Bill.
7. Co-ordinate and Follow-up with branches for FX rates.
8. Processing of Export Documents.
9. Maintain Import & Export Invoices
10. To obtain approval from compliance prior execute of transaction.

08/01/2019 – 22/04/2021 Karachi, Pakistan

### ASSOCIATE OPERATION OFFICER JS BANK LIMITED

1. Monitoring of Financing against pledge security (FIM & Cash Finance).
2. Monitoring of Insurance companies CAP.
3. Blocking of Limits upon expiry of Approval /Deferral.
4. Disbursements of Finance/Credits against pledge security (Imported & Local)
5. Coordinating with Trade Hub after receiving the request in case of any discrepant documents.
6. Timely highlighting to Branches about the over dues cases/outstanding advance payment & Non submission of documents related to their Customers.
7. Screening of Customers KYC to check their line of Business.
8. Proceeding of Exports Payments.
9. Completed the tasks assigned by Line Manager.

13/10/2016 – 05/01/2019 Karachi, Pakistan

### GENERAL OPERATION OFFICER MCB BANK LIMITED

1. Managing Outward & Inward Clearing and Collection Function of the Branch.
2. Managing General Banking Functions (Accounts) of the Branch.
3. Executing payment procedure & Cash handling.
4. Daily Cash-Flow Management & Reconciliation of ledgers.
5. Screening of Customers KYC to check their line of business.
6. Managing Outward & Inward Remittance Function of the Branch.

## EDUCATION AND TRAINING

10/09/2016 – 31/12/2019 Karachi, Pakistan

**MASTER OF BUSINESS ADMINISTRATION IN BANKING AND FINANCE (MBA)** Shaheed Zulfikar  
Ali Bhutto Institute of Science and Technology (SZABIST)

CGPA: 2.9/4

**Address** Karachi, Pakistan

15/01/2012 – 31/12/2015 Jamshoro, Pakistan

**BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE (BBA)** University of Sindh

CGPA: 3.4/4

**Address** Jamshoro, Pakistan

## LANGUAGE SKILLS

Mother tongue(s): **URDU** Other  
language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>HINDI</b>	C2	A2	C1	C2	A1

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## ADDITIONAL INFORMATION

### TECHNICAL STRENGTHS

#### Technical Skills

- Software Skills:** SAP, SPSS, Power Point, MS Office, T-24
- Core Competences:** Enterprise Development, Trade & Competitiveness, Financial Analysis, Client Management, Compliance & Regulatory Knowledge, Cross-functional Collaboration and Technology Proficiency. KYC, CDD, EDD, Screening.

## CERTIFICATION

10/04/2022 – CURRENT **JAIBP**  
**Pakistan**

Institute of Banker of Pakistan (IBP).