



SHAHZAIB ASAD

Operation Officer

WORK EXPERIENCE

Experienced Operation Officer with 2 years of experience is seeking a challenging position that will enable growth while utilizing my existing skills in Administration & Accounting, Commercial Collections, Customer Service, Data Management and related areas.

EXPERIENCE

United Bank Limited (July 2022 - May 2023)

Teller Service Officer

- Perform the foreign remittance recordings and foreign currency conversions. (USD, Euro, Pound, Dinnar to Pkr).
- Performing CDD, KYC, EDD and uploading and processing the foreign remittance inward, Outward
- Ensure the compliance on AML policies & regulatory.
- Managing the credit cards, Loans, and savings accounts, and resolve the customer's queries.
- Managing customer account opening process and removing discrepancies related to account opening
- Performing a supervisory role like doing supervision of exceeding teller limit transactions, issuing cheques book, debit card, dealing ATM captured card
- Managing ATM services, maintenance of ATM, camera surveillance, due diligence customer transactions like unappropriated activity cannot performed at this time
- Performing a supervisory role in bank transfer, balancing of inward, outward clearing, guiding on customers related bank accounts transaction,
- Manage and organize files, records, and other documents to ensure that they are easily accessible and up to date.
- Perform data entry and maintenance tasks for various databases and systems, ensuring accuracy and completeness
- Data captured of all customers on system and monitoring the different Risks activities

Takhleeq Real Estate (Dec 2021 - June 2022)

Admin Officer

- Overseeing Portal requirements & listing the inventory on portal (Zameen.com, OLX)
- Coordinates for new available properties with the developers and also other real estate agents
- Attending phone calls and emails, take messages, schedule appointments and give prompt reply
- Prepare real estate forms, documents, agreement of sales, purchased and rental

Contact

+971 58 978 4394

EMAIL:

shahzaibasad457@gmail.com

LinkedIn:

<https://www.linkedin.com/in/shahzaib-asad-394b7a241>

ADDRESS:

Barsha Heights, Dubai

OBJECTIVE

Seeking a challenging career in a reputable organization with a diverse environment that provides equal opportunities for professional and personal growth, as well as the opportunity to demonstrate my abilities and experience to work as part of a team to contribute to organizational success.

EXPERTISE

- Product/Service knowledge
- CBS, Oracle ERP
- Time management
- Analytical skills
- Presentation
- System Expertise : Symbol

EDUCATION

2021 Bachelors of Commerce
(University of Arid Agriculture)

2017 Intermediate (ICOM)
(Punjab Group of Colleges)

LANGUAGES

- English
- Urdu / Hindi

REFERENCES

Will be furnished on request.