

Khizzar Javed



Mobile: +92 312-9085000

 <https://wa.me/923129085000>

SUMMARY

Profile: Male, 33, Married
Nationality: Pakistani
Temporary Location: Appartment 118,
Emirates Garden Rose -1 JVC Dubai
Current position: Senior Manager (Department Compliance and Audit)
Company: Sadiq Exchange Company (Pvt) Ltd, Pakistan

Agent of   Money Transfer  

Working Experience

Sadiq Exchange Company **Peshawar, Pakistan**
Senior Manager (June 2014 to Till Date)

Joined Sadiq Exchange Company as Senior Manager North in Rawalpindi, Works in Lahore and After setup in KPK performing duties as Same Position.

Ravi Exchange Company **Peshawar, Pakistan**
Branch Manager (March 2013 to June 2014)

After achieving successful Targets transferred to Ravi Exchange Hayatabad Branch on 3 March 2013 to achieve same goals performing same duties.

Ravi Exchange Company **Peshawar, Pakistan**
Branch Manager (June 2011 to Feb 2013)

Promoted on 31 May 2011 as Branch Manager in Ravi Exchange and perform my further duty as Manager in Chowk Yadgar Branch

Ravi Exchange Company **Peshawar, Pakistan**
Cashier (Jan 2010 to May 2011)

Joined Ravi Exchange Company as Cashier and perform duty as Cashier from Jan 2010 at Chowk Yadgar Branch

EDUCATION

Peshawar University **Peshawar, Pakistan**
law, Political Science, Bachelor (B.A), GPA B

Professional Skills

- Foreign Currencies
- Qualified Management
- Audit Experiences (Internal & SBP)
- Management Skills
- Record Keeping Skills
- Strategic Planning
- Target Achiever

PROFESSIONAL CERTIFICATES

2023	Internal Auditing & Fundamentals Checking Internal Controls, Take Corrective actions, ISO Management System and basic Techniques.	Alison CPD Certification Service International
2023	Introducing Anti Money Laundering Regulation Controlling of Terrorist Financing, Knowing your customer by Different Sources and Strong Customer Profiling with Due Diligence .	Alison CPD Certification Service International
2022	Awarded as PERFORMER OF THE YEAR Real Time Screening, Monitoring, Controlling of Terrorist Financing KYC and EDD.	Sadiq Exchange, Gujrat Pakistan
2019	Assets Tracing & Money Laundering Screening, Monitoring, Controlling of Terrorist Financing KYC and EDD.	Institute of Bankers (IBP), Peshawar Pakistan
2018	AML/CFT/KYC and Policies (Compliance Regulatory) Controlling Terrorism Finance, Money Laundry and related Matters with help of KYC and CDD, EDD.	Sadiq Exchange, Gujrat Pakistan
2015	Western Union Operations (Compliance) KYC, Customer Screen, Customer Handling	Sadiq Exchange, Lahore Pakistan
2010	Regulatory (Compliance) All handling related KYC, Customer Data Scanning	Ravi Exchange, Lahore Pakistan

OTHER CERTIFICATES

2012	Financial Accounting All handling of Ledger, Journals, Statements & Balancing	COSMOS institute Peshawar, Pakistan
2008	E- Commerce Java Script,Css,HTML,Dream Viewer	COSMOS institute Peshawar, Pakistan
2008	Graphic Designing In-page, Photoshop and Corel Draw	COSMOS institute Peshawar, Pakistan
2006	Hardware Computer Assembling and Related Problems	COSMOS institute Peshawar, Pakistan

IT SKILLS

Windows & Office tools

MS Word 2010-03-16-19	Expert
MS Excel 2010-03-16-19	Expert
MS Point 2010-03-16-19	Expert

Web programming & development

Dream Viewer	Working knowledge
HTML Notepad	Working knowledge
Java Script	Working knowledge

Operating systems, Networking & Hardware

Windows XP ,Win 7,8,10,11 Official Experience in Files, Printer & Documents Sharing Through Internal Network All Types of Hardware Assembling, Windows Installation and Knowledge about BIOS	Expert
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LANGUAGES

Urdu	Native
English	Working knowledge with Email Skill