

Ammar Abdul Rahim



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Dubai, UAE.

CAREER OBJECTIVE:

To work in an organization where I can learn and enhance my professional skills, abilities and experience in a challenging environment along with good communication and negotiation skills for the mutual growth.

CAREER PROFILE/SKILLS:

- MS OFFICE / EXCEL / POWERPOINT
- Outward Remittance / Home Remittances / SWIFT
- ICCS – Clearing, Hplus, Telnet, Symbols
- All Branch Banking Operations

PROFESSIONAL WORK EXPERIENCE:

Organization: United Bank Limited, Karachi – International Desk
Tenure: July 2017 – May 2018
Designation: Remittance Officer



Responsibilities:

1. Processing of AED transactions through UAEFTS Portal (Inter Bank Funds Transfer and Credit Card Payments)
2. Ensuring to Complete the transactions within Central Bank Stipulated Time.
3. Processing of Foreign Currency transactions through Swift and CBS.
4. Processing of Inward Remittances through CBS.
5. Checking the cover received for Inward Transaction in line with the Re-Conciliation Department.
6. Ensuring error free transactions in order to avoid future customer inconvenience.

Organization: United Bank Limited, UAE
Tenure: Feb 2016 – July 2017
Designation: Clearing Officer and WPS Processing Officer



Responsibilities:

1. Worked as an ICCS Clearing Officer.
2. Ensuring smooth processing of Inward Clearing Cheques received through ICCS.
3. Correspondence with the respective branches regarding the cheques holded due to Insufficient Funds or any other reason.
4. Ensuring the response of Cheques within the Central Bank Cut Off time.
5. Processing of Special Clearing Cheques through Central Bank Portal.
6. Ensure Processing of Outward Clearing Cheque Batch through CBS before the cut off time in morning.
7. Generation of reports through Core FTP as the Central Bank reports are generated after the cut off time.
8. Ensuring to process Central bank reports in CBS and posting of financial entries.
9. Processing of Day End Clearing by running the process for the disbursement of funds to the accounts with the cleared outward cheques.
10. Ensuring the Clearing heads are zeorised at the day end and at the day start.
11. Data Inputting in CPU Account Opening of Account Opening Forms.
12. Worked in DDS and WPS for salary Payoll processing.

Organization: The Bank of Punjab
Tenure: September 2014 – February 2016
Designation: Manager Operations



Responsibilities:

1. Worked as **Operation Manager**.
2. Ensuring smooth running of all day to day branch operations.
3. Ensuring strict compliance with the State Bank Rules and Regulations.
4. Supervision of all financial transactions.
5. Key Custodian and ensure that the keys are divided as per the SOP.
6. Maintain all branch records as per SOP.
7. Ensure Cash Balances at the Day End.
8. Correspondence with the Head Office.
9. Worked as **Clearing Officer** in Main Branch, Karachi.
10. Processing of Inward Clearing Cheques received through NIFT in the branch.
11. Ensuring error free response to NIFT with the stipulated cut off time in morning.
12. Processing of Inward / Outward Same Day Clearing / Special Clearing and Inter City Clearing.
13. Processing of Outward Clearing with the NIFT Cut Off time.

Organization: Summit Bank Ltd
Tenure: April 2011 – September 2014
Designation: Customer Services Manager



Responsibilities:

1. Processing of Account Opening Forms through Intranet Server to the Centralized Department.
2. Ensuring smooth locker operations as per the SOP in the branch.
3. Maintenance of Cheque Books received on application of the customer as per the SOP.
4. Ensuring to provide branch customers all the required services to avoid any inconvenience caused to the customer.
5. Processing of Pay Orders, Clearing, and other branch operations.
6. Processing of Inward Remittances received through Xpress Money / Western Union for Walk in Customers.
7. Worked as Trade Coordinator In Branch.
8. Scrutinizing the LC forms before sending it to centralized department for Processing.
9. Coordination between the customers and Centralized department.
10. Informing the customer of received Documents as intimated by CPU.
11. Ensuring to lodge and retire the documents with 7 days or atleast lodge the document in P.A.D within the stipulated time.
12. Coordination for currency exchange rate between the customer and treasury.

Organization: Mariam Child Development Centre
Tenure: April 2010 – April 2011
Designation: Assistant Accountant

Responsibilities:

1. Collection of Fees over the counter.
2. Submission of Complete Record of received fees at the day end / Weekly / Monthly.
3. Inputting of Data in the school software.
4. Generation of Reports of fee collections, default cases etc.
5. Monthly Preparation of Salary Roaster.

- **ACADEMIC EDUCATION:**

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Masters of Business Administration	PAF – KIET	2011
Bachelor of Commerce	University of Karachi	2007
Intermediate	Govt. St. Patricks College	2004
Matriculation	St. Pauls English High School	2002

TRAININGS AND WORKSHOPS:

- Anti Money Laundering
- How to Minimize Fraud and How to conduct Inquiry
- Basic Islamic Banking Course
- Home Remittances
- Customer Services
- Telephone Etiquettes
- KYC

PERSONAL INFORMATION:

Nationality : Pakistani
Driving License : Dubai, UAE
Place of Birth : Manama, Bahrain
Date of Birth : 18-01-1986
Visa Status : Golden Visa (Spouse)
Typing Speed : 60 wpm

REFERENCE:

Reference will be furnished on demand.