

SYED JAHANZEB

📍 Oriented House-1, Burjuman, Dubai, UAE

☎ Call/Whatsup: +971509214248

✉ E-mail: syedjahanzeb10@hotmail.com

🌐 LinkedIn: <https://www.linkedin.com/in/syed-jahanzeb-65bb66170/>

📅 Date of Birth: 01-04-1991 | 📄 Marital Status: Married | 🛂 Visa status: visit visa expired on Nov 202



OBJECTIVE:

Accept and enjoy new situations and challenges, make positive contributions towards the given position, increase the wealth of the organization and enhance the knowledge, abilities and skills through organizations by contribution.

ACADEMIC QUALIFICATION:

- MBA completed in 2020 from IQRA University and attested by HEC.
Elective: Supply chain Management, Distribution and Channels Management, Import/Export Management, and Strategic logistic management.
- Master of Science in Economics in 2013 from University of Karachi with 1st division and degree attested by HEC.
Major subjects: Economics, Math, and Statistics.
- B.sc (honors) in Economics in 2012 from University of Karachi with 1st division and degree attested by HEC.
Major subjects: Economics, Math, and Statistics.
- Inter (pre-engineering) in 2009 from Karachi Board. Certificate and mark sheet attested by IBCC.
Major subjects: Chemistry, math, and physics.
- Matriculation (science) in 2007 from Karachi Board. Certificate and mark sheet attested by IBCC.

PROFESSIONAL EXPERIENCE:

I have been working at Bank Al Habib as a foreign trade officer from October 2021 to date.

Key Responsibility:

- Ensure to process import and export transactions with the regulated by the minister of commerce, issued under the import and export control Act, 1950.
- Well aware of the article of UCP 600, URC 522, and SBP import and export manual.
- In import, I am looking for Import collection that is inward foreign documentary bills collection at sight and usance, Import advance payment, and Letter of credit (LC).
- Accurately process ordinary transactions relating to advising, amendment and cancellation of Import and Export Letters of Credit and ensure work accomplishment in strict compliance with the Bank's policies and procedures.
- As far as export is concerned, I do dispatch export document such as Bill of Lading, commercial invoice, packing list and certificate of origin to beneficiary bank.
- Input transactions for advising, confirmation, amendment and cancellation of Import and Export Letters of Credit on a timely basis
- Further, I am processing inward and outward foreign remittances transactions against SWIFT messages and make sure to properly check the purpose of the remittance and obtain source documents from customers.
- Ensure to report ITRS on monthly basis as per SBP instruction.

- **I did work in the operation department in Bank Al Habib as an Operations officer from 2016 to 2021.**

Key Responsibility:

- I did fund transfer by cheque and outward clearing like normal, intercity, same-day clearing.

- Prepared banker cheque by customer request.
- All precautionary instructions strictly followed, which would be ensured by SBP and host bank.
- To provide convenient and virtuous services to customers as per policy.
- Process money gram and Inward foreign remittance transactions after obtaining necessary documents from the customer.
- Theoretical knowledge of the JUST IN TIME process.
- Knowing process of Distribution Channel i.e. Direct and Indirect Channels.
- Handled various customer inquiries from a diverse customer base including business and individual customers.
- RTGS fund transfer process as per SBP Procedure.
- **I worked in MCB as a Cashier from 2014 to 2016.**
Key Responsibilities:
 - Cash handling is like cash received and payment withdrawal at the same time.
 - ATM replenishment as per bank policy.
 - Received all utility bills.
 - Foreign remittance (Express Money, MCB Lite).
 - ATM balancing & its reconciliation & prepare ATM fact sheet.
 - Resolve escalated queries and problems regarding the area of operations and ensure quality.

RESEARCH REPORT:

- I have completed a thesis on the topic of **Improving Distribution and Business performance Through Lean Warehousing.**

CERTIFICATION COURSES AND INTERNSHIP:

- I have done a one-year Diploma in information technology from the University of Karachi.
- I did Six weeks internship at the National bank of Pakistan.
- I have completed two months taxation course from Smartways Associates Consultant.

SKILLS AND INTERESTS:

- Proficient at using M S Office. In excel, I have been using vlookup, pivot table, dashboard, concatenate, sum and if conditional formula, Lotus note, and symbol (CBS 8.5).
- Graphic design skills in adobe illustrator and adobe Photoshop.
- Having good command in marketing, analytical and problem-solving skills.
- Strong organizational and problem solving skills.
- Having good command in English communication.
- Having the ability to work independently and in a team.

STRENGTHS:

- Flexibility and adaptability to work in any environment.
- Willingness to accept any challenge irrespective of its complexity.
- Good team player and positive attitude.

REFERENCES:

- Reference will be provided as required.