



Zain UI Abdeen

Visa Status - Visit

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Career Objectives

Looking for long-term career in reputed organization in challenging environment so that will utilize my professional as well as my personal skills and give me opportunities for advancement.

Professional Experiences

2022 -
2023



Worked as **Officer Clearing (RSD Clearing C & S)**

- Conduct and Supervision
- ✓ **Inward Clearing.**
- ✓ **Same Day (Image Base) Clearing.**
- ✓ **Outward (Normal & Same Day).**
- ✓ **Intercity Clearing (Inward & Outward).**
- Scrutiny and Assuring the instruments are original by observing them under IV/UV visible lights.
- Coordinate through E-mails to branches regarding CBC, Signature Verification, Confirmation of Company Stamp and return instruments.
- Quality, well-timed and hazard free processing of clearing as per agreed standards.
- Reconciling instruments with system/reports for balancing purpose.
- Reporting to Manager for providing support to the department to ensure that daily processing of the team done in timely and efficient manner.
- Main outward balancing before day end.
- Regular Archiving.

2019 -
2022



Bank Alfalah
Worked as **Clearing Officer (CPU)**

- Handling and managing
- ✓ **Inward Clearing.**
- ✓ **Same Day Clearing (Image Base).**
- ✓ **Outward Clearing**
- ✓ **Intercity Clearing (Inward & Outward).**

- Inspection and Insuring the instruments are original by examine it under IV/UV visible lights.
- Coordinate through E-mails to branches regarding CBC, Signature Verification, Confirmation of Company Stamp and return instruments.
- Quality, timely and risk free processing of clearing as per certain standards.
- Reconciling instruments with system/reports for balancing purpose.
- Reporting to Unit Manager (Team Leader) providing support to the department to ensure that daily processing of the team done in timely and efficient manner.
- Daily Record Keeping.

❖ **Further Responsibilities**

- I. Handling the I.T work at branch level.
- II. Any software & windows installation.
- III. All networking related issues.
- IV. DVR & camera issues.
- V. Dealing with different vendors.



**2017-
2019**

Worked as **Officer Inward Clearing**

- Handling and Managing Centralized
- ✓ **Inward Clearing.**
- ✓ **Account Opening.**
- Posting of instruments and balancing within NIFT cut-off time.
- Quality, timely and safety processing of clearing & account opening as per policy manual.
- Proper dealing and coordination with the concerned branches in a timely and effectively manner to resolve the issues of Discrepancy Sheet, Signature Verification and Company Stamp
- Ensure all documents are properly managed / stored and regularly reviewed, for any further discrepancy.

Internships

2016 Worked as an internee in **MCB Bank Limited (MMGL)** for eight Weeks.

Education

2018 **Masters of Arts (M.A) in Economics**
University of the Punjab, Lahore

2014 **Bachelor of Commerce (B. Com)**
University of the Punjab, Lahore

2011 **Higher School Certificate (I. Com)**
BISE Lahore

2009 **Secondary School Certificate (Matric)**
BISE Lahore

Professional Certificates / Training

2012	Peachtree Software The Brains College of IT, Lahore
2009	Diploma of Information & Technology The Brains college of IT, Lahore

Computer Skills

- Microsoft Office (Excel, Word & Power point 2007,2010 & 16)
- Operating Software (Windows XP, 7, vista & 10)
- Typing speed 47 WPM.
- Internet Command (Mailing Outlook, Web Browsing)

References

Available Upon Request.

