



Danish Feroz

Operation Incharge at Top Class Facility Management

A position in a dynamic and well-reputed company that offer good opportunities and a challenging working environment, which in return would help me in building my knowledge and experience.

Contact Info

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AL MUROOR ROAD VILLA 45 ABU DHABI, UAE
Abu Dhabi, United Arab Emirates

Strengths & Skills

- ✓ COMMENDABLE
- ✓ PROBLEM SOLVING
- ✓ WORK UNDER PRESSURE
- ✓ GOOD INTERPERSONAL
- ✓ STRONG TEAM PLAYER
- ✓ Leadership
- ✓ WORK COORDINATING

Academics

Title	Institute	Date
MASTER IN ECONOMICS & FINANCE	University of Karachi,	2018
BACHELORS OF COMMERCE	University of Karachi,	2014
INTERMEDIATE (COMMERCE)	KARACHI BOARD,	2012
MATRICULATION (SCIENCE)	KARACHI BOARD,	2010

Certifications

Title	Authority	Date
FIRST AIDER		
MS OFFICE		
MS EXCEL		

Experience 7 years

Company	Designation	Duration	
Top Class Facility Management	Operation Incharge	Nov 2021 – July 2023	1.8 years
United Bank Limited (UBL)	REMITTANCE OFFICER	Jun 2021 - Nov 2021	5 months
BANK ISLAMI LIMITED	REMITTANCE OFFICER	Feb 2019 - Mar 2021	2.1 years
Faysal Bank Limited	CARD MAINTENANCE OFFICER	Jun 2016 - Feb 2019	2.7 years

Work History

Top Class Facility Management	Nov 2021 - Present (1.8 years)
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Operation Incharge Abu Dhabi., United Arab Emirates

- I APPOINT AS A FIRST AIDER AND ALSO PERFORM AS MULTIPLE TASKS.
- I AM ALSO LOOKING FOR AN OPERATION TO PERFORM DIFFERENT VALUABLE.
- I MAKE A PERMIT TO PERFORM TASKS AT DIFFERENT SITES.
- I ALSO MAKE TIME SHEETS FOR ALL WORKERS.
- I ALSO MAINTAIN A RECORD OF DALY USAGE MATERIAL UICE HARNESS, SOAP.
- I ALSO LOOK THE COMPLAINTS OF DIFFERENT SITES THROUGH EMAIL AND RESOLVE THEM AS SOON AS POSSIBLE CLIENT GIVEN THE SCHEDULE UNDER THE SUPERVISION OF ME.
- I MAKE ALSO DO JOB COMPLETION OF DIFFERENT SITES WHICH IS DONE BY SCHEDULE.
- I COMMUNICATE ABOUT DALY ACTIVITY WITH MY SUPERVISOR OF REGULAR FUNCTION.
- I ALSO CHECK EMAIL AND RESPONSE AB PER THEIR REQUIREMENT.
- I KNOW THE USAGE OF EXCEL AND WORD.

REMITTANCE OFFICER

Karachi, Pakistan

- **PROCESS/REPAIR INWARD HOME REMITTANCE RECEIVED ON CMDS (CASH MANAGEMENT DISBURSEMENT SYSTEM).**
- **REPAIR ALL CASH OVER-THE-COUNTER TRANSACTIONS IN TIER-UP REQUEST.**
- **REMIT FUNDS TO BENEFICIARY BANKS THRU RTGS BEING INTERMEDIARY BANKS.**
- **CANCELLATION OF CMDS BACK OFFICE TRANSACTIONS.**
- **REFER ALL PENDING TRANSACTIONS TO TIER-UP.**
- **GENERATE ALL PRI AND CMDS BACK OFFICE FILES.**
- **PROCESSING OF ALL INCOMING PRI TRANSACTIONS RECEIVE FROM REMITTING BANK.**
- **REFER DISCREPANT PRI TRANSACTIONS TO REMITTING BANKS.**
- **REFUND ALL PENDING TRANSACTIONS TO REMITTING BANKS AS PER SBP T+2 WORKING DAYS POLICY.**
- **FOLLOW UP WITH UBL BRANCHES AND OTHER REMITTING BANKS IN ORDER TO RESOLVE THE QUERY.**
- **REFUND TO CORRESPONDENCE BANKS VIA SWIFT MESSAGE.**
- **ISSUE CUSTOM LETTERS.**
- **RECONCILIATION.**

BANK ISLAMI LIMITED

Feb 2019 - Mar 2021 (2.1 years)

REMITTANCE OFFICER

Karachi, Pakistan

- **PROCESS INWARD REMITTANCES IN CUSTOMER ACCOUNTS VIA PRI (PAKISTAN REMITTANCE INITIATIVE).**
- **CORRESPONDENCE WITH BRANCHES AND MEMBER BANKS FOR PRC (PROCESS REALIZATION CERTIFICATE) AS PER REQUIREMENT.**
- **RESPONSIBLE TO RECEIVE DOLLARS FROM VARIOUS EXCHANGE COMPANIES I.E. MONEY GRAM, RIA, EXPRESS MONEY, AND IME, ARRANGE THEIR CONVERSION.**
- **PERFORMING THE JOB OF DOLLAR AMOUNT CONVERTED INTO PKR.**
- **TRACK AND UPDATE DOLLAR RATES IN THE SYSTEM.**
- **VERIFY AND UPDATE CUSTOMER ACCOUNTS DETAILS VIA AMAL (SYSTEM).**
- **ZAKAT DEDUCTION FROM CUSTOMER'S ACCOUNT.**
- **I CONVERTED THE DOLLAR EXCHANGE INTO COMPANIES LIKE MONEY GRAM, RIA, EXPRESS MONEY AND IME.**
- **I PERFORM THE JOB OF CUSTOMER ACCOUNT THROUGH AMAL DETAILS LIKE CREDIT TIME DETAIL AND AMOUNT.**

Faysal Bank Limited

Jun 2016 - Feb 2019 (2.7 years)

CARD MAINTENANCE OFFICER

Karachi, Pakistan

- **REQUEST BOOKING (DIAL A DRAFT, SELF PICK, CORRESPONDENCE & FUND TRANSFER DEBIT)**
- **PRODUCT BASE INSTALLMENT PLAN BOOKING ON CREDIT CARD.**
- **PROCESSING OF REQUEST ON PIP & OPEN TENURE ON PC LENDING.**
- **MIS MAINTENANCE FOR PO SELF-PICK & CORRESPONDENCE, FUND TRANSFER (CREDIT CARD PAYMENT), FUND TRANSFER (DIRECT DEBIT), BALANCE TRANSFER FACILITY (BTF ON CARDS BASED ON PIP AND OPEN TENURE), DIRECT DEBIT (CARD DEBIT/ACCOUNT DEBIT) UTILITY BILL PAYMENT THROUGH CREDIT CARD REQUEST RECEIVED FROM RQMS.**
- **ALL TYPES OF INSURANCE (ON FAMILY FIRST, MOBILE, ALL-ROUNDER)**
- **RESOLUTION OF ALL QUERIES RECEIVED THROUGH MAILS.**

Projects

SUNSKY ABU DHABI UAE

R A ZONE

AL MUNEERA

AWAQAF TOWER

MAMSHA SAADIYAT

GATE TOWER

☐ Languages

- Urdu - Native
- English - Medium

☐ Hobbies

- CRICKET
- READING
- MUSIC
- TRAVELLING
- COOKING