



## **KAINAT QURBAN**

**Father's Name:** Qurban Ali

**Date of Birth:** 22/04/1997

**Nationality:** Pakistani

**Gender:** Female

**CNIC:** 34201-8042250-8

**Passport No:** AE4932502

**Visa Status:** 2 Month visit

**Email:**  
[kainatqurban65@gmail.com](mailto:kainatqurban65@gmail.com)

**Cell:** +971522931204

**Languages:**

- ❖ English
- ❖ Urdu
- ❖ Punjabi

**Key Skills:**

- ❖ Analytical thinking and ability.
- ❖ Strong communication skills.
- ❖ Legal and moral integrity.
- ❖ Strategic thinking.
- ❖ Good command of English.
- ❖ Management experience.
- ❖ Spirit to work in a team.
- ❖ Professionalism and strong work ethics.

## **CAREER OBJECTIVE**

Seek a challenging environment to apply my skills & experience in which my commitment to hard work will contribute to the growth & development of the organization and by which I will achieve personal career satisfaction.

## **EDUCATION**

- **M.A English** **2021**  
University of Gujrat
- **B.A** **2018**  
University of Gujrat
- **Intermediate (I.Com)** **2016**  
BISE Gujranwala
- **SSC – (Science)** **2014**  
BISE Gujranwala

## **WORK EXPERIENCE**

- 3 Months teaching experience at **Dar-e-Arqam School (Fatima Campus)** 1st Sep to 30 November, 2021.
- Worked as a “**Compliance Officer**” and promoted to **Accounts Officer** at **Sadiq Exchange Pvt. Ltd** Company (from 1st Dec 2021 to 30 June 2023.)

## **Professional Skills**

- ❖ Establish policies and procedures to ensure that AML (Anti Money Laundry) Compliance program is properly monitored.
- ❖ Manages information flow by researching, recording, analyzing, reconciling and integrating the data while monitoring.
- ❖ Deals with enquires, reports and new policies of SBP and ensure that they are properly implement.
- ❖ Trains and educate staff according to any rules/circulars of SBP (State Bank of Pakistan).
- ❖ Check the daily cash movements all over the branches.
- ❖ Conduct regular assessments to determine whether policies are compliant with the law.

## **Teaching Skills**

- ❖ Excellent lesson planning, preparing and lecturer delivering techniques.
- ❖ Help the students one-on-one when they need extra attention.
- ❖ Establishing and enforcing rules of behavior for students in the classroom and manage a positive and friendly relationship with the students.

## **COMPUTER SKILLS**

- MS Word, Excel & Power Point
- Diploma in Office Management
- Internet, typing and Email Handling

## **REFERENCES**

Will be provided on demand.