

HAMMAD NAZAIR QAZI

Banking & Finance

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e United Arab Emirates



SUMMARY

An experienced banking and finance professional with expertise in banking operations, transaction processing, and financial reporting. Seeking a challenging role in a dynamic organization where I can leverage my skills to drive financial growth and success.

PROFESSIONAL EXPERIENCE

Dispute Resolution Unit

Faysal Bank Limited

09/2021 - 11/2023 Karachi

- Debit/Credit Cardholder Disputes on Retails, Point-of-Sale, E-commerce, and International ATMs.
- Analyzation of Dispute cases as per Association Guidelines of Visa & MasterCard.
- Chargeback initiation of Disputed credit/debit card transaction as per guidelines of Visa & Master
- Analyze chargeback case details; determine the correct reason code to perform the chargeback.
- Process temporary credit to eligible cases, prepare required documents, and submit to card association via a dispute portal
- Processing of unposted refunds on cards.
- Handling of Inter Bank Funds transfer disputes.
- Monthly reports and MIS
- Processing of cards captured at bank ATMs
- Preparation of all relevant correspondence letters with Banks and customers related to dispute cases.

Finance Executive

Leisure Leagues Pvt LTD

05/2018 - 07/2020 Karachi

- Making Bank and Cash payments of routine and other payments
- Invoice, billing, reconciliations, petty cash handling, banking, and other accounting and finance-related tasks.
- Daily reporting of remaining funds position, advance position, pending payments, receipts, cheque in hands, etc.
- Prepare all invoices and maintain records of invoices, managing receivables/payables.
- Verify all purchase documents to ensure the accuracy of the transaction.
- Reporting of actual expenses and monitoring of expenses against the budget of each region.
- Assisting in the preparation of budgets
- Reconciliations of Petty cash from different regions by the month's end.
- Issuance, Settlement, and Follow-up for advances. (Travelling Advance & Others Advances)
- Reporting of actual expenses and monitoring of expenses against budget of each department.

EDUCATION

MBA Finance

Iqra University

01/2018 - 08/2021

BCOM Commerce

Dadabhoy Institute of Higher Education

01/2016 - 10/2017

SKILLS

Dispute Analyst

Advance Excel

MS Access, Word, PowerPoint

Peachtree

Analytical Thinking & Planning

Problem Solving

LANGUAGES

English
Advanced



Urdu
Advanced



Hindi
Advanced



VISIT VISA

End of 01st Jan 2024