

HUSNAIN NAZEER



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PROFESSIONAL SUMMARY

Ambitious finance student eager to master industry best practices and project management principles. Offers strong academic background and high-level business acumen. Proactive banker, communicator and problem-solver with superior work ethic.

WORK HISTORY

Cash Office Manager, 02/2017 - 11/2023

The Bank of Punjab, Lahore, Pakistan

- Supervised and lead entire banking operations which includes 7+ team members and business volume of PKR 90+ million on daily basis in branch banking.
- Initiated digital onboarding project (RDA) of overseas Pakistanis from 2021 which currently holds deposit \$2.4 billion.
- Initiated, regularized and manages reward program on cross border remittances (SDRP) with 1-link which reports 7000+ financial transactions daily.
- Financial lead on digital CDC and fix term investments which spans over \$1.3 billion in 2023.
- Supported compliance with strict adherence to Bank Secrecy Act, Anti Money Laundering and OFAC regulations.
- Responsible for compliance of name screening related to UNSC, OFAC, EU, NAB, FIA and FATF sanctions on IFTTs & OFTTs.
- Acted as custodian of cash and other valuables ranging from gold to safe deposit articles and security forms.
- Prepared cash forecasts to help determine cash needed for upcoming expenses.
- Coordinated with banks and insurance companies to arrange for payment of invoices.
- Received cash and cheques and verified genuineness to minimise losses.
- Reviewed accounts payable invoices and cheques to confirm correct payments.
- Opened new bank accounts and arranged for electronic deposits from customers' accounts.
- Made arrangements for smooth receipt and payment of bulk cash from important customers.

Senior Operations Executive, 05/2012 - 01/2017

Meezan Bank Ltd, Lahore, Pakistan

- Manages and hold deposit of PKR 2 billion for Cloth Market branch on 2013's financial closing.

PERSONAL DETAILS

Visa Status: Visit Visa

EDUCATION

Master of Science, Banking & Finance, 12/2009

Government College University - Pakistan

Credential assessment by WES Canada.

Bachelor of Commerce, B. Com I.T , 09/2005

University of The Punjab - Pakistan

SKILLS

- Wealth Managements.
- Consumer banking
- Operations & project management
- Relationship building
- AML,KYC analyst
- Team player
- Self motivated

TRAININGS & DEVELOPMENT

- AML & CFT
- Compliance Management & Internal Control
- Communicating Effectively
- Conflict Management
- Fair Treatment to Customers
- HSE
- Fraud Investigation & Reporting

LANGUAGES

English

Fluent
IELTS 7

Urdu

- Worked as consumer sales lead and generates Islamic car financing business for PKR 44 million in 2015.
- Planned daily operations to maximize productivity, monitoring KPIs to promote consistent progress towards targets.
- Secured process improvements for increased quality, compliance and efficiency.

Chief Teller, 07/2006 - 04/2012**Bank Alfalah Ltd, Lahore, Pakistan**

- Upon joining as chief teller successfully achieved internal audit category of "A" for Shad Branch, which was previously ranked as "D" for consecutive 2 years. Regulatory audit ranked as "FAIR" in 2011.
- Manages and stream lined approach to keep ATM down time under 3%.
- Completed accurate, high-volume money counts via both manual and machine-driven approaches.
- Adhered to vault security procedures and access requirements.
- Organised and stocked teller areas to maintain readiness for daily customer flows.
- Trained new tellers in institutional processes and procedures, mentoring through learning period and answering questions.
- Processed account deposits, withdrawals and updates to meet customer needs.