

Adaptability Collaboration Data Privacy Internal Controls **Quality Assurance IT Compliance** Problem-Solving Vendor Management **Conflict Resolution** Continuous Learning Due Diligence Financial Crime Prevention Whistleblower Management Crisis Management

Hard Skill

International Compliance

Sanctions Compliance

Financial modeling and reporting **Customer Service** Proficiency in handling customer inquiries and providing assistance Knowledge of banking products and services

Familiarity with customer relationship management (CRM) systems

Ability to handle customer complaints and resolve issues effectively

Understanding of risk assessment and mitigation strategies

Knowledge of regulatory compliance and risk frameworks

Familiarity with financial modeling and data analysis

Ability to identify and evaluate potential risks in banking operations

Knowledge of banking operations and processes

Proficiency in using banking software and systems

Ability to manage and reconcile transactions

Understanding of regulatory requirements for operational compliance

Knowledge of banking laws and regulations Understanding of anti-money laundering (AML) and knowing your customer (KYC) processes

Compliance monitoring and auditing skills Familiarity with data privacy and security protocols

ABID JAVED ALI KHAN

Compliance Officer

About Me

Experienced Assistant Manager with a solid 11-year track record in the banking sector, showcasing comprehensive skills in team leadership, operational management, and regulatory compliance optimizing workflow efficiency, and ensuring regulatory compliance. Adept at managing diverse teams, cultivating client relationships, and implementing strategic initiatives to enhance overall performance.

Soft Skill

Quality Management Systems ISO Certification Training Needs Analysis **Ethics and Integrity Promotion** Incident Response Planning Legal Research Skills Stress Testing Compliance Programs Collaboration with External Auditors **Emerging Technology Awareness** Blockchain and Cryptocurrency Compliance Regulatory Knowledge Risk Assessment Policy Development **Audit and Monitoring Investigation Skills** Reporting and Documentation: Training and Awareness Communication Skills **Ethical Conduct Analytical Thinking**

Professional Experience

Meezan Bank Ltd **Compliance Division** Analyst- AML/CFT



To review FCCM Alerts generated through automated system Identifying suspicious transactions activity in account and then reporting

Maintaining MIS and responses received from branches Provide day to day guidance to the business/employees regarding compliance with local and other anti money laundering laws and regulations

Evaluation of cases according to AML/CFT procedures and process.

Meezan Bank Ltd **Branch Operation**

Branch Service Officer July 2017 to July 2021

Customer cases to improve overall customer experience.

Ensuring ATMs operate 24 hours while monitoring cash deficiencies or any other

problems by responding to them timely.
Facilitating growth in business and strengthening Bank by ensuring customer satisfaction.

Timely submission of AOF to Operations (back office) without any discrepancy ensuring thatall documents are presentable manner

KYC & AML regime is in compliance with best practices.

Ensure account opening procedures of the Bank are strictly adhered to as per policies and

guidelines.
May conduct a short interview with the customer to ensure the purpose of

account opening.
Balancing of Term Deposits (GL and module outstanding report) on a monthly

·Scrutinize, stamp/sign cheques received at the counter, post to the relevant accounts.

deliver to (NIFT) clearing house after balancing as per SOP

Scrutiny and posting of inward clearing received from NIFT/clearing house. Preparátion of clearing returns and returns memos.

Maintain a record of cheques returned and follow up with customers for collection of the

same and or further processing as per customers' request.

Prepare vouchers for recovery of relevant charges for outward/inward clearing



Meezan Bank

Education Background

MASTERS IN COMMERCE UNIVERSITY OF KARACHI 2012

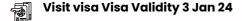
BACHELOR OF COMMERCE UNIVERSITY OF KARACHI 2009

My Contact

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PERSONAL INFORMATION

Father Name: Javed Ali Khan

Date of Bith: 08 August 1988

Passport No: CN8678974

Marital Status: Married

Nationality: Pakistani

Achievements

- Compliance Policies and Regulatory Requirements
- KYC/AML/CFT/ Regulations
- SBP Cash Management Training
- Western Union/ Express MoneyTraining
- western Union Achievement Certificate
- Account Opening Accuracy Certificate
- Casa Deposit Mobilization Certificate

LANGUAGE

- English
- Urdu
- Hindi

NIB Bank Limited

Customer Service Officer 26 Oct 2016 to 12 July 2017



Responsible for duties such as handling payments, withdrawals, and deposits. Receive Utility Bills, Posting bills in Ptcl ePayment System.

Someday Clearing /Normal Outward Clearing & Outward Intercity.

Issuance of Cheque Book.

To Close an Account.

Issuance of Account Maintenance Certificates.

To "Stop Payment" and "Release" the Cheque at the request of customers.

Issuance of Banker Cheques, Demand Drafts.

Assurance of central bank rules and regulations and internal bank policies.

Serving as backup operations Universal Teller when it's needed.

Promptly respond to all queries received from customers regarding service and operations.

. Home remittances (Western Union)

ATM reconciliation and balancing.

Issuance of ATM cards to customers.

Do various other duties as assigned and as needed

Responsible for answering questions of clients and customers.

Promptly respond to all queries/instructions received from customers regarding service and operation.

Efficient handling of payments/receipts/sorting of local and foreign currency(cash).

Entry of opening cash balance, posting of all receipts and payments.

Printing of cash balance statements and tallying of physical cash with generalledger

end.

Handling of the utility bills according to SOP.

Preparing Cash Management reports as per SBP guidelines. ATM Operations and Reconciliation.

SONERI BANK LTD.

Customer Service Officer

03 Feb 2015 - 14 Aug 2015



Responsible for duties such as handling payments, withdrawals, and deposits. Receive Utility Bills, Posting bills in Ptcl ePayment System.

Assurance of central bank rules and regulations and internal bank policies.

·Serving as backup operations Universal Teller when it's needed.

Promptly respond to all queries received from customers regarding service and operations.

·Home remittances (Money Gram, Cash Over Counter Transaction(COCT))

·Do various other duties as assigned and as needed

·Responsible for answering questions of clients and customers.

Promptly respond to all queries/instructions received from customers regarding service and operation.

DUBAI ISLAMIC BANK

Operation Officer

12 Oct 2012 - 2 Feb 2015



Deposit of Cash and Withdrawal of Cash. Clearing Cheques of Inward, Outward.

Receive Utility Bills

Assurance of central bank rules and regulations and internal bank policies.

policies.
To make customers aware of Shariah-compliant Islamic banking.

Serving as backup operations Universal Teller when it's needed.

Promptly respond to all queries received from customers regarding service and operations.

Home remittances (Xpressmoney, Habib Xpress, and western union)

Do various other duties as assigned and as needed

Responsible for answering questions of clients and customers.

Promptly respond to all queries/instructions received from customers regarding service and operation