

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

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
International Compliance
Sanctions Compliance

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

Hard Skill

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

Professional Experience

Meezan Bank Ltd

Compliance Division

Analyst- AML/CFT

July 2021 to till date

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

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 technical

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 that all 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 basis.

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.

Preparation 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



Education Background

MASTERS IN COMMERCE
UNIVERSITY OF KARACHI
2012

BACHELOR OF COMMERCE
UNIVERSITY OF KARACHI
2009

My Contact

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 **Al khail Gate – Dubai, UAE**

 **Visit visa Visa Validity 3 Jan 24**

PERSONAL INFORMATION

Father Name: Javed Ali Khan

Date of Birth: 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 Money Training**
- **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.
RTGS.
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). C

Entry of opening cash balance, posting of all receipts and payments.
Printing of cash balance statements and tallying of physical cash with general ledger
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.
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