



SYED GHAYAS SHABBIR BUKHARI

ASSISTANT MANAGER OPERATIONS



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Sharjah, Sharjah, 000000, United Arab
Emirates



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ABOUT ME

I have more than 8 years of demonstrated Banking experience in large commercial banks (ZTBL, MCB, UBL) in Pakistan having branches in Gulf countries as well. Good knowledge about Banking Operations, Customer Services, Cash management, Foreign remittance, Operations and administraon, KYC/AML/CFT/CRS/FATCA. Good Communication skills. PTE score Writing 86, Speaking 78, Listening 75, Reading 74, overall score o 79.

LANGUAGES

ENGLISH

URDU

HINDI

PERSONAL DETAILS

Date of birth
09-Mar-1987

Nationality
Pakistani

Visa status
Visitor

Marital status
Married

WORK EXPERIENCE

ZTBL

Muzaffargarh
Jul 2018 - Present

Assistant Manager Operations

Currently working as Assistant Manager Operations (AMO) in One of the largest commercial banks in Pakistan. Core responsibilities includes Banking Operations;

1. Accounts opening by following KYC/AML/CFT/CRS/FATCA guidelines.
2. Cheque books management receiving & delivering to customers.
3. Cash supervision i.e petty cash management, Checking opening & closing balance, keeping tally of physical cash, tally of Inward/Outward via cheque, Pay orders, Demand Drafts.
4. Foreign remittance of Gulf countries, UK, USA (Inward/Outward) following the live rates to ensure profitability of the organization.
5. Keeping tally of cash, security stationery.
6. Debit cards management i.e receving & delivering to customers on time.
7. Following the guidelines of the Compliance department for daily vouchers.
8. Audit rectifications of the recorded report within time.
9. Lockers operations i.e issuing & operating instructions following.
10. overall maintenance of the branch premises i.e Health & Hazard safety equipments maintenance.
11. Following Quality control protocols prescribed by the Bank.

MCB BANK LTD

Multan
Jan 2017 - Jul 2018

Marketing Officer

Previously worked as Marketing Officer in one of the largest commercial banks in Paksitan and also have branches in Gulf countries including UAE. Core responsibilities include;

1. Marketing of fresh prospective clients to Bank (NTBs).
2. Providing excellent customer services to existing as well as new customers.
3. Handling account opening forms for opening of new accounts in Centralized Account processing system(CAPS).
4. Following the Know your customer (KYC) guidelines and performing CDD/EDD duties to protect AML/CFT breach.
5. Following compliance and audit department guidellines for account opening and vouchers.

UBL BANK LTD

Multan
Sep 2015 - Jan 2017

Relationship Manager (RM)

Previously worked as Relationship Officer in one of the largest commercial banks in Paksitan and also have branches in Gulf countries including UAE. Core responsibilities include;

1. Marketing of fresh prospective clients to Bank (NTBs).
2. Providing excellent customer services to existing as well as new customers.
3. Handling account opening forms for opening of new accounts in Central Processing Unit (CPU).
4. Following the Know your customer (KYC) guidelines and performing CDD/EDD duties to protect AML/CFT breach.

5. Following compliance and audit department guidellines for account opening and vouchers.

EDUCATION

**VIRTUAL
UNIVERSITY OF
PAKISTAN**
Muzaffargarh
2021

Master's Degree

My qualification is Masters of Public Administration (MPA) which is a specialized degree for Human Resource Management having focus on Public Administration in Public and private sector.

SKILLS

BANKING OPERATIONS

TEMENOS(T24)

FOREIGN REMITTANCE(INWARD/OUTWARD)

CUSTOMER SERVICES

CASH MANAGEMENT

KYC/AML/CFT/CRS/FATCA

HOBBIES

TRAVELLING, CRICKET, SOCIAL MEDIA