



JAVERIA MUSTAFA

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📍 SHARJAH, SHARJAH

SUMMARY

Securing a challenging position in a dynamic organization that will permit me to utilize the skills developed through work experience and educational background and allows professional growth with an opportunity to excel and maximize organization profit.

EXPERIENCE

Service Officer 05/2022 - Present
Al Fardan Exchange LLC
Cash Handling, Remittance, Foreign Exchange. Sound understanding of international and local regulatory laws, AML/ CFT Policies. Comprehensive understanding of banking and financial industry. Proficient in exchanging foreign currencies.

- Expertise over corporate transactions and registrations.
- Well aware about international and local regulatory laws, AML/CTF policies.
- Have taken the responsibility of (BDDO Branch Due Diligence Officers) for 3 months and done the job with 100% accuracy.
- Process Interbranch transfers within the UAE both send and receive.
- In-depth knowledge about cheque transactions and it's processing time.
- Process EWPS payouts transactions, credit card and utility bill payments.
- Comprehensive understanding of banking and financial industry.
- Process National Bond transactions for new and existing NBC clients.
- Extensive experience about Asian corridor transactions.
- Selling and purchase foreign currencies with good amount of margin.
- Sound understanding about customer service and the benefits of maintaining an eye contact with the customers.

EDUCATION

Master of Commerce 07/2019 - 06/2021
GIFT University, Gujranwala, Pakistan - Master of Commerce

Bachelors of Commerce 07/2016 - 06/2019
Punjab University Pakistan - Bachelors of Commerce

CERTIFICATES

Certificate of Cooperate internship of 6 weeks in Office Of The regional Manager HRBP GTR & SLTR PTCL GUJRANWALA. 12/2021 -

Certificate of Working with WWF organization in social integration program. 10/2021 -

Certificates in Professional Development program. 10/2021 -

Financial Accounting Competition 03/2019 -

SKILLS

Corporate Registraion	Expert	Ms PowerPoint	Intermediate
Ms Word	Intermediate	English Typing 40 WPM	Expert
Ms Excel	Intermediate		

LANGUAGES

English	Fluent	Punjabi	Native
Urdu	Native		