



ANOSHA NAWAZ

CONTACT

☎ 056 3813235

✉ anosha.nawaz12@gmail.com

📍 Dubai

🌐 Spouse (Resident) Visa

🇵🇰 Pakistani

EDUCATION

2017 - 2019

SUPERIOR COLLEGE, LAHORE

- Master in Business Administration - Management

2012 - 2016

KINNAIRD COLLEGE FOR WOMEN LAHORE

- Bachelor of Business Administration (Hons) Marketing

SOFT SKILLS

- Adaptable to new environment and skills
- Team player
- Time Management
- Leadership
- Effective Communication
- Self motivated

LANGUAGES

- English
- Urdu
- Punjabi
- Hindi

PROFILE

A meticulous and results-oriented professional with a comprehensive understanding of financial principles with 7 years of experience. I have consistently ensured compliance, minimized financial risks, and optimized processes for the organizations. My approach to problem-solving, continuous learning, enables me to navigate complexities and drive financial success for the organizations.

WORK EXPERIENCE

Bank of Punjab, Lahore

APR 2023 - OCT 2023

Officer Sanctions Screening Unit

- Ensure that all client on the onboarding phase new or existing are checked against the sanction lists.
- Following rules and standards on the decision making of false positives or True Match.
- Examine Sanctions and minimize possible exposure by according to relevant guidelines and protocols.
- To Ensure all suspicious alerts are reported.
- To identify UBO and PEP.
- Facilitate with the other business units in relation of resolving alerts and client information.
- Creating and implementing AML frameworks, procedures and policies.

Bank of Punjab, Lahore

Oct 2021 - Apr 2023

Payroll Officer

- Ensuring all payroll transactions are processed efficiently
- Collecting, calculating, and entering data in order to maintain and update payroll information
- Resolving payroll discrepancies
- Maintaining payroll operations by following policies and procedures
- Payroll maintenance including, New starts, deductions, leave and queries, etc.

Habib Bank Limited, Lahore

JUN 2018 - SEP 2021

Officer Account Services

- Focusing on resolving customer complaints relating to department routed via branch and improving customer satisfaction.
- Focusing on supervision of various account opening activities as per bank policies and procedures.
- Staying connected with branches in order to resolve discrepancies in order to keep clients connected to organization and saving banks reputation and business.
- Developing effective reports for presentation to management for analysis purpose.

Officer Account Processing

- Account opening and complete scrutiny of documents.
- To ensure that the queries regarding letter of thanks are properly solved.
- To ensure correct inputting of all data in CP, KYC and account.
- To review all AOF, SSC AND CP forms for opening accounts.
- To ensure that the documentary evidence regarding non-deduction of zakat are obtained and timely flagged in system.
- Marking SMS alerts, E-Statement and internet banking.

WORK EXPERIENCE

Internship

Habib Metropolitan Bank, Lahore

- Account opening Services.
- ordering and handling of Cheque Books, ATM cards..
- issuance of Pay orders, collection of utility bills, cash receipt.
- Payment of foreign remittance to customers.
- Cash balancing and sorting.
- To ensure correct inputting of all data in CP, KYC and account.

PROFESSIONAL SKILLS

MICROSOFT EXCEL

MICROSOFT OFFICE TOOLS

PEOPLE MANAGEMENT

MARKETTING

MISYS

SPARK