



Hafiz Sajid Ali

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Dubai

VISA STATUS

Visit Visa

DOB: 26 April, 1987

Nationality: Pakistani

SKILLS

- Branch Banking Operations
- ATM and CDM Operations
- Risk Management & Compliance to SOPs
- Internal Audit
- Financial Planning & Analysis
- Negotiator
- Excellent Communicator
- Teamwork

SHORT COURSES

- Green Banking
- Information Security Awareness
- KYC Creation and Updation Process
- Introduction to Account Opening & its Documentation
- An overview of Branch Accounts
- Introduction to Cash Handling
- Fraud Risk Management
- Anti-Bribery & Corruption Policy

LANGUAGES

- English
- Urdu
- Arabic (Basic)
- Punjabi

REFERENCE

M. Umar Farooq
Senior Accountant
Emirates Pride Perfumes
+971-52-7083988

OBJECTIVE

Result driven leader with 13 years of experience and high level of business acumen. Highly productive with the record of achieving all set target. Proactive in establishing cooperative business climate across multiple departments and levels. Seeking to develop constructive client relationship and achieve organizational goals.

EDUCATION

Masters of Commerce (Banking & Finance) August 2015
National College of Business Administration and Economics Lahore Pakistan

Bachelors of Commerce June 2010
University of Punjab - Lahore, Pakistan

EXPERIENCE

Senior Officer Branch Operations (OG-I) - April 2017 to December 2023 Askari Bank Limited. - Lahore, Pakistan

- Provide complete range of customer services at financial institution including opening of new accounts explaining available financial services and products.
- Verification and Supervision of customer transactions including foreign currency accounts.
- Custodian of strong room, Vault balancing, locker operations
- verification of security features of financial instruments
- Proceeds of remittance transactions i.e. Western Union Al Ansari Exchange money
- Compliance to regulator body and Bank SOPs
- Assist all leads gathered through marketing or other connection to understand the process and regulatory requirements of the company.

Officer Operations – July 2014 to April 2017 Dubai Islamic Bank Pakistan Limited – Lahore, Pakistan

- RTGS, assume responsibilities of Branch Manager Operations as and when required
- Deal in Cheque Book and ATM Cards Issuance
- Transfer of Funds through Online Banking System
- Issuance of Banker Cheques and GL Postings
- Performing Foreign Remittance and Clearing

Management Grade-II – Aug 2012 to June 2014 JS BANK Limited (Formerly American Express Bank Ltd.) – Lahore, Pakistan

- Deal in Cheque Book and ATM Cards Issuance
- Transfer of Funds through Online Banking System
- Issuance of Pay orders and GL Postings
- Performing RTGS, Foreign Remittance and Clearing

In-charge Cash Sorting Cell - Feb. 2010 to May 2012 Standard Chartered Bank Ltd. (under Contract CMS Company) - Lahore, Pakistan

- Cash Sorting Receipts and Supervision
- Surrender of Cash to State Bank of Pakistan