

**Address**

Electra Street
ABU DHABI

Contact

+971563432284
abbassafeer76@gmail.com

Date of Birth

11.10.1985

PROFILE

To grow business by providing value added services accurately, efficiently and within the established turnaround time. Work in such capacity to demonstrate pro-active approach in order to exceed customer's expectations and respond to customer queries well before designated TAT. Develop new standards for sustainable customer service in accordance with latest AML/CFT policies.

SKILLS

Good communication - written and oral skills
Excellent account analytical skills
Effective interpersonal skills
Cash management skills
Sales and Marketing oriented
Good knowledge of basic accounting. Loyal towards work and duties
AML/CFT proficient
Time management skills

PERSONALITY

Communicative
Punctuality
Creativity
Organized

SOFTWARE SKILLS

MS OFFICE	★ ★ ★ ★ ★ ★
AML SOFTWARE	★ ★ ★ ★ ★ ★
STATISTICA	★ ★ ★ ★ ★ ★

LANGUAGES

English	★ ★ ★ ★ ★ ★
Urdu	★ ★ ★ ★ ★ ★
Punjabi	★ ★ ★ ★ ★ ★
Hindi	★ ★ ★ ★ ★ ★
Arabic	★ ★ ★ ★ ★ ★

SAFEER ABBAS

Payroll Operations

EDUCATION

06.2009 - 08.2011
PMAS-AAUR RWP, PAKISTAN
Master of Science
07.2005 - 05.2009
PMAS-AAUR RWP, PAKISTAN
Bachelor of Science
07.2002 - 08.2004
FEDERAL BOARD ISLAMABAD
HSSC (Science)
SECONDARY SCHOOL CERTIFICATE
FEDERAL BOARD, ISLAMABAD

EXPERIENCE

12.2018 - present
AL ROSTAMANI INTERNATIONAL EXCHANGE
PAYROLL OPERATIONS/ CORPORATE DESK OFFICER

- Opening of Salary accounts for Corporate clients.
- Corporate Clients Onboarding and corporate transactions processing
- EDR addition, issuing Salary cards/IBAN addition and generation of SIF files as per client requirement.
- Processing of Salary transactions on large scale as per latest WPS policies and procedures.
- Rectification of PAYROLL discrepancies and provide solutions to keep labour file updated for smooth on boarding of new employees.
- Ensuring timely processing and delivery of salaries to employees upon receipt of salary disbursement request from clients.
- Handling of customer queries and their resolution within TAT.

07.2017 - 11.2018
LULU INTERNATIONAL EXCHANGE
FC CASHIER

- Processing of customer remittance transactions.
- Branch local and foreign currency stock maintenance.
- Developing strong business relations with branch customer for branch profitability
- Performing FC and remittance transactions as per regulator guidelines.

PUBLICATIONS

EFFECT OF ZERO TILLAGE AND EARTHWORMS ON MAIZE CROP YIELD (COST BENEFIT ANALYSIS)
GENERAL OF CROP SCIENCES

HOBBY



Travelling



Technology



Cricket



Listening Music

INTERNSHIPS

1 year internship (National Internship program 2010)
Technical analysis Internship (NARC 2009)

07.2016 - 06.2017

AL FALAH EXCHANGE CO

CASHIER

- Processing of customer remittance transactions.
- Proper cash scrutiny on cash counter to avoid collection of counterfeit and defective currencies.
- Daily cash balancing and proper record keeping for audit trial.
- Handling of cash as per company's safe cash handling procedures.

07.2011 - 12.2015

SONERI BANK LIMITED

BANKING OPERATIONS OFFICER

- Handle deposits, withdrawals, cashier cheques, loan payments and transfer funds accurately and effectively.
- Account opening as per SBP AML/CFT guidelines.
- Clearing and Collection
- Branch accounts and accruals processing
- Foreign remittance processing

CERTIFICATIONS

CERTIFIED BANKING PROFESSIONAL

CERTIFIED CUSTOMER CARE REPRESENTATIVE