

FARHAN ASIF

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PROFESSIONAL EXPERIENCE:

Feb 2023 – Present

Senior Remittance Officer**BANK ALFALAH LIMITED**

- Inquire from Branches regarding DUE DILIGENCE POST FACTO transactions and arrange details as well as KYC of such.
- Resolve Customer & Branch queries/complaints pertaining to tax deduction or any other matter.
- Process Stuck / Pending transactions after attaining detail from Member Banks.
- Attainment of PSEB CERTIFICATE from branches on timely basis for correct deduction of tax.
- Deduction of WH TAX on OFS/FCIS COMMERCIAL paid transaction.
- Deduction of WH TAX on RTGS COMMERCIAL paid transaction.
- Submission of Deducted tax on a weekly basis to FBR.
- Post CODE 26 on Customer's A/C's as per appended instructions.
- Setup New Branches and Tie Up's on Remittance Processing System.
- Preparation of Proceeds Realization Certificates as per Branch and MemberBank request.
- Reconciliation of Statement of Accounts for Tax Deduction Purpose.
- Registration of Customers for PREMIUM PRIZE BOND.
- Issuance & Encashment of PREMIUM PRIZE BOND to Customers.
- Assist & Testing Environment for new mechanism set up for issuance of Proceeds Realization Certificates.
- Prepare and report monthly Forex transaction on ITRS (International transaction reporting System) for SBP.

Jan 2022 – Jan 2023

Remittance Officer**FAYSAL BANK LIMITED**

- Process RTGS (OUTFLOW) & INFLOW transactions.
- Resolve Customer & Branch queries/complaints.
- Do Amendments/Cancellations as instructed by Tie-Up via email or SWIFT (MT-199/MT-299)
- Process refund and also report unprocessed transactions INFLOW & OUTFLOW Transactions.
- Process Remittance routed via MT-103.
- Inform Branch regarding HIGH VALUE transaction and arrange details as well as KYC of such.
- Creation of MT-199 for different reasons i.e. refund, status etc.
- Process OFAC / UNSC transactions after attaining beneficiary or remitter detail from Banks & Tie-Up.

PROFILE:

An Entity seeks an individual to be Confident, Motivated, Focused and Dynamic in this ever challenging time zone so that an individual can handle or manage assigned task and duties in an efficient and effective manner. I as a Candidate possesses above mentioned attributes and will make sure to contribute for positive outcome.

EDUCATION:

Passing Year 2010

MATRICULATION

The EDUCATORS, Karachi
Division/Grade : "A" GRADE

Passing Year 2012

INTER COMMERCE

Government College of Commerce & Economics, Karachi
Division/Grade : 1st DIVISION

Passing Year 2015

GRADUATION (B.COM)

University of Karachi
Division/Grade : 2nd DIVISION

**MA ECONOMICS
(EXTERNAL)**

Part 1 (Passed 4 Remaining 1)
Part 2 (Passed 4 Remaining 1)

CA (AFC)

ICAP
Cleared All Papers

CA (CAF)

ICAP
Cleared 4 Papers

Aug 2021 – Jan 2022

Remittance Officer

UNITED BANK LIMITED

- Authentication of Remittances to Correct Beneficiary's Account after due verification.
- Resolve Customer & Branch queries/complaints.
- Do Amendments/Cancellations as instructed by Tie-Up via email or SWIFT (MT-199/MT-299)
- Process RTGS transactions and also refund such as per SBP TAT.
- Report unprocessed/pending RTGS transactions to other banks.

Jul 2020 – Jul 2021

Remittance Officer

MCB BANK LIMITED

- Authentication of Remittances to Correct Beneficiary's Account after due verification.
- Prepare MIS & LOG daily (Respective Tie-Up) and also resolve queries.
- Process Amendments/Cancellations as instructed by Tie-Up.

Aug 2018 – Jun 2020

Assistant Accounts Officer

FRICTION MATERIAL COMPONENTS (PVT) LTD

- Maintain ledgers of VENDOR and CUSTOMER overall.
- Perform Stock taking, Bank Reconciliation, Rate Comparison & Product Profitability, Track Expenses and Monthly Audit along with Team & Senior Management.

SKILLS:

- Adaptability
- Willingness to learn
- Teamwork & Collaboration
- Internet Surfing

KNOWLEDGE:

- MS OFFICE
- INCOME & SALES TAX
- COMPANIES ACT 2017

REFERENCE:

To be furnished upon request