

Syed Minhaj Ur Rehman

Admin Officer & Banker

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Profile

Dedicated professional with 7+ years of experience in banking operations and a recent role in administration in Dubai. Proficient in trade finance, compliance (AML/KYC), and high-volume cash handling, with a strong focus on customer service, process improvement, and meticulous documentation. Adept at supporting UAE-based companies with project management, office operations, and regulatory adherence.

Professional Experience

Administrative Officer, SW TECHNICAL SERVICES

08/2023 – present
Dubai, United Arab Emirates

- Streamlined office operations, scheduling, correspondence, and resource allocation.
- Maintained accurate financial, employee, and inventory records.
- Coordinated meetings, events, and travel, optimizing cost-effective logistics.

Trade Coordinator, The Bank of Punjab

06/2022 – 08/2023 | Karachi, Pakistan

- Oversaw trade transactions, quickly identifying and resolving discrepancies. Ensured adherence to AML, KYC, and regulatory requirements.
- Coordinated the preparation and verification of trade documents, maintaining accuracy and compliance.
- Acted as a bridge between bank and clients, providing assistance on trade finance transactions.

Trade Finance Officer, Allied Bank Ltd

01/2016 – 06/2022 | Karachi, Pakistan

- Facilitated the issuance, amendment, and confirmation of letters of credit.
- Worked with risk teams to mitigate transaction risks.
- Served as the key point of contact for trade clients, offering guidance and updates.

Senior Cashier/ Teller / Universal Banker

- Processed high-volume cash transactions with compliance accuracy.
- Conducted end-of-day reconciliations and reports.
- Enhanced client satisfaction through transparency and banking expertise.

Education

MBA (Human Resource Management), Preston University

2016 | Karachi, Pakistan

Certificates

- Allied Certified Teller
- Managing Trade Compliance
- Cash Management
- Fair Treatment of Customers
- Trade Finance

Skills

MS Office	● ● ● ● ●	Temenos T24	● ● ● ● ●
Reporting Compliance	● ● ● ● ●	Audit and Assurance	● ● ● ● ●

Languages

English	● ● ● ● ●	Urdu	● ● ● ● ●
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