

HUMAIR SAYEED

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Professional Summary:

Over 18 years of extensive & diversified professional experience & a comprehensive working background in the fields of Remittances, Digital Payments, Card Operations (Production of Debit & Credit Cards), NOSTRO & Treasury Settlements, Reconciliation, Finance, Accounts & Audit, currently working as a AVP & Associate Manager Funds Management Unit at Home Remittance Department at Allied Bank Limited.

An ambitious well-educated individual possessing creative attitude hardworking result oriented and committed towards the job, self-motivated dynamic & have a pleasant personality with fast learning capabilities.

Currently looking for a new challenging position as a Manager & Senior Manager to make best use of my existing skills and experience for enabling further personal and professional growth and development.

Education:

- 2002 4–Year C.A. Articleship (Audit) from Institute of Chartered Accountants of Pakistan.
- 2001 M.S. (Computer Science) from Preston Institute of Management Science and Technology (PIMSAT) Karachi, Pakistan.
- 1999 M.Com (Finance) from University of Karachi, Pakistan.
- 1995 One Year Diploma in Computer Science from Sindh Board of Technical Education Karachi & Petroman Training Institute (Main Campus) Karachi, Pakistan.
- 1994 B.Com from Government Premier College Karachi, Pakistan.

Work Experiences:

Associate Manager Funds Management Unit
Home Remittance Division Banking Services Group
Allied Bank Limited

October' 19th 2012 till Date

The responsibility of the job is to supervise the below mentioned Tasks at Home Remittance Division.

- Look after a Portfolio of 135+ Exchange Companies in which 50+ Exchange Companies make Funding & Dealing on a Daily basis.
- Creation Supervision & Authorization of PKR & Escrow FCY Accounts of Exchange Companies.
- Supervision & Authorization of Funding and Dealing of Exchange Companies.
- Compliance Link MT103 Transactions Name Screening Supervision.
- Supervision & Authorization of MT103 Inward Remittance Individual Transactions.
- SWIFT Messages Correspondence with Foreign Banks.
- Liaison with Agent Partners, Treasury, NOSTRO, SWIFT, Complaint Management & Branches across Pakistan.

Associate Manager – Card Operations
E-Banking Division, Operations Group
Allied Bank Limited

May' 11th 2012 to 18th October' 2012

The responsibility of the job is to manage & supervise the operational activities of Credit Card, Debit Card & Priority Pass Production and Coordinate with the Internal Auditors / SBP Auditors and the Branches across the Pakistan.

- Strong command on Credit Card Payment System.
- Ability to maintain (TAT) Turn Around Time in relation to the Credit / Debit Card Embossing.
- Manage and monitor the delivery of cards to the respective destinations, strong liaison with the Courier companies in order to execute the smooth operational flow.
- Understanding of Nexus, Access, PAccess, Vision+, Card production management, Mail management and E-form utilities.
- Overall skills required to manage Visa Debit Card Operations and smooth execution of all operational processes.
- Knowledge about the archiving of documentation and its retrieval process.

Manager Operations – Visa Cards
Consumer Operations, Operations Group
Allied Bank Limited

July' 2008 to May' 2012

The responsibility of the job is to manage & supervise the operational activities of Credit Card, Debit Card & Priority Pass like User Management, Embossing, Pin Mailers, Billing of ABL Visa Credit Cards and Coordinate with Internal Auditors / SBP Auditors, different Groups, Vendors, Regional Offices and the Branches across Pakistan.

Administrator of VROL (Visa Resolve Online) & User of VOL.

Administrator of Nexus, Access & PAccess (Credit Card / Debit Card & Priority Pass) Embossing Systems.

Key & Card Custodian of (H.S.M) utilized for ABL Visa Cards production.

Direct Reporting to Group Head – Consumer Operations.

Manager Accounts
MasterCard Operations, Consumer & Personal Banking Group
Allied Bank Limited

November' 2006 to July' 2008

The responsibility of the job is to prepare a Profit & Loss Account Statement on the monthly / quarterly basis as per the SBP requirements, supervision & checking on daily basis of Bank Reconciliation Statements, controlling over the cheques presented, un-presented, posted & un-posted. Supervision on all types of payments, checking segment wise allocation of expenses, Handling of General Ledgers and Coordination with Internal / SBP Auditors regarding monthly profit & loss statement, chargeback & dispute cases and holder of IBS (Interbank Signatory).

Manager Accounts
Riaz & Omer Associates

September' 2005 to November' 2006

The responsibility of the job is to maintain the General Ledgers, Payroll Register, Debtors & Creditors Register, Income & Expenditure Account and the Profit & Loss Statements on monthly and quarterly basis.

Manager Accounts
Aqua Lounge

December' 2004 to August' 2005

The responsibility of the job is to maintain the General Ledgers of Fixed Assets, Payroll, Sales, Sales Tax, Debtors / Creditors, Income & Expenditure Accounts & the Profit & Loss Statement on monthly and quarterly basis.

Accountant
Sogex Oman Co. LLC, Muscat, Sultanate of Oman
A Bahwan Group (ISO 9001:2000 Certified Company)

July' 2003 to November' 2004

Sogex Oman Co. LLC. is one of the most reputed company in the Sultanate of Oman in the field of Power Generation & Water Desalination. Sogex Oman operates almost all major Power Plants in the Sultanate of Oman.

The responsibility of the job is to maintain the General Ledgers of Fixed Assets, Payroll, Debtors / Creditors, Profit & Loss Account Statements & Balance Sheet with the help of the Manager Accounts on monthly and quarterly basis.

4 Years Articleship (Chartered Accountant)
Feroze Sharif Tariq & Company - Chartered Accountants

September' 1998 to September' 2002

Gained Audit Experience in the shape of Articleship in computerized environment, resulting the vast knowledge to International and Local Accounting and Auditing matters.

Soft Skills:

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|---------------------|---|----------------------|---|-----------------|
| • Decision Making | * | Team Management | * | Time Management |
| • Analytical Skills | * | Communication Skills | * | Problem Solving |
| • Deadline Oriented | * | Leadership | * | Networking |

Technical Skills:

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|----------------------|---|-------------------------|---|---------------------|
| • Project Management | * | Relationship Management | * | Presentation Skills |
| • Microsoft Office | * | Client Management | | |

Projects (UAT's) for Home Remittance:

- Home Remittance System Upgradation from Uni Bank to HRS System.
- Allied Express Version Upgradation.
- Auto Populated Blotter Details.
- FCY USD Escrow Account Creation.
- FCY to FCY & PKR Cross Currency Blotters Processing.

Projects (UAT's) for ABL Visa Cards:

- Worked as a UAT Analyst on FDI V+ (CDM & CMS Modules) Jan' 08 to May' 08
- Conversion of MasterCard to Visa Card (FDI V+) from May' 08 to August' 08
- Cutover of 1Link to Visa of Visa Debit Card from June'08 to July' 08
- IVR Cutover for Visa Debit Card from Nov'08 to Dec'08
- E-forms conversion of Visa Debit Cards in Feb'09
- Tracking System for Visa Debit Cards in March'09
- Conversion from ATM Card to Visa Debit Card in May'09
- UBPS System for Visa Debit Cards in May'09
- Priority Pass for Visa Platinum Customers from July' 09 to August' 09
- SKMH Donation System for Visa Debit Cards in December' 09
- UBPS Telenor System for Visa Debit Cards in January'10
- UniBank to T24 Coexistence in March' 10

Workshop & Trainings:

- Seminar on E-Payments & Branchless Banking Solutions at PC, Karachi on 13th May' 2010 conducted by Rayyanco Business Systems.
- Workshop on Consumer Assets Management System (CAMS) held at ITG Conference Room, Central Office ABL, Karachi on dated: 24/12/2008.
- Workshop on SBP – Prudential Regulations held at ABL Management Development Centre, Karachi on dated: 22nd November' 2008.
- Workshop on Service Management Program held at PC, Karachi on 19th – 20th July' 2008 conducted by Service Quality Group, Allied Bank Limited.
- Workshop on Chargeback held at PC, Karachi on July 31st & August 01st 2007 conducted by Visa Business School, Asia Pacific.
- Workshop on Consumer Operations & Technology held at Marriott, Karachi on June 11 – 13th June' 2007 conducted by Pakistan Banks Association.
- Seminar on Credit Cards, Consumer & Mortgage Financing held at PC, Karachi on 30th March' 2007 conducted by Pakistan Institute of Banking Studies.
- AML / CFT Assessment Training.
- Information Security Awareness Program.

Achievements:

- Launch of ABL Visa Credit Cards (Gold / Platinum).
- Conversion of ABL MasterCard into the ABL Visa Credit Cards (Gold / Platinum) in the quantity of 12,086.
- Launch of ABL Priority Pass Card.
- Launch of Allied Cash+Shop Visa Debit Card.
- Conversion of Old Allied Cash+Shop ATM Cards into the new Allied Cash+Shop Visa Debit Cards in the quantity of 237,159.