

ASIF RASHEED

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JOB VISION

To attain a challenging position in an organization to contribute my knowledge, skills and experience for the advancement of the organization while studying and making myself grow with the organization.

WORK EXPERIENCE: Bank Alfalah Limited-WBB Dubai, UAE. (August 2022 – Present)

Assistant Manager Operations- (BAL-Wholesale Banking Branch Dubai- UAE)

- Working as Back Up of Manager Operations
- Authorizer of daily Transactions of Operations, Trade & Cash Deptt.
- Authorization of Cash Transactions and Handling of Cash Vault Operations
- To Ensure Completion of Account Opening Formalities as per Directives of Central Bank of UAE & BAL Internal Regulatory Requirements
- Authorization of Third-Party Mandate Forms on T-24 System
- Account Closing of the Entire Branch as per Customer's requests.
- Activation of Inactive/ Dormant Accounts in System
- Authorization of Specimen Signature Cards in the T-24 System & Change of Signature requests
- Authorization of Daily Issuance, Activation and Destruction of Cheque Books of Customers
- Scrutiny and Processing of Inward Foreign Telegraphic Transfer (IFTTs) and Outward Telegraphic Transfer (OFTTs) in T-24 System
- Managing all FCY Transactions on SWIFT System
- Issuance of VAT Certificates of Customers as per request
- Authorization of Local Currency (AED) Transactions Inward/ Outward on FTS System
- Lodgment and Realization of Cheques in Clearing on ICCS System on daily basis.
- Issuance, Rollover and Encashment of TDRs
- Issuance, Cancellation and Encashment of Manager Cheques
- Liaising with Head Office and Third Party Service providers (Raqmiyat) for integration of various systems.
- Perform UATs for different type of Systems Integrations.

Compliance Manager- (BAL-WBB Dubai, UAE)

- Worked as backup of Country Compliance Manager
- Screening of all SWIFT related Transactions through Alfalah Screening and World Check System
- Screening of all SWIFT related Transactions through Safe Watch System
- Tracking of Vessels on Lloyds System through Vessel Name, IMO No, BL No and Container No.

Trade Finance Manager- (BAL-WBB Dubai, UAE)

- Worked as backup of Trade Finance Manager
- Lodgment of Export Collection Documents
- Handling of Import Collection Documents
- Advising, Lodgment and Payments of Export LCs
- Handling of Import LCs documents

Bank Alfalah Limited-Pakistan (Sep 2006 to July 2022)

Manager Operations- (BAL-HBG)

- Worked as Manager Operations in Bank Alfalah H Block Gulberg- II Branch Lahore Pakistan from April 2021 to July 2022.

Manager Operations- (BAL-Zarar Shaheed Road)

- Worked as Manager Operations in Bank Alfalah Zarar Shaheed Road Branch Lahore Pakistan from January 2021 to April 2021.

Counter Services Manager-Foreign Remittances (BAL-CIBG)

- Worked as Back Up of Manager Operations in Bank Alfalah Gulberg Corporate Branch Lahore Pakistan from September 2006 to January 2021.

EDUCATIONAL BACKGROUND:

B. Com (IT) {Bachelors of Commerce}. First Division University of the Punjab, Lahore	2005
F. Sc (Math, Stat, Eco). Second Division Board of Intermediate and Secondary Education, Lahore	2003
Matric (Science Subjects). First Division Board of Intermediate and Secondary Education, Lahore	2001

AWARDS/ HONORS

- Awarded with Performer of the year 2011 award in Bank Alfalah Limited Gulberg Corporate Branch Lahore (Operations Deptt.)

PERSONAL

- Father's Name: Rasheed Ahmad
- Place of Birth: Lahore, Pakistan
- Date of Birth: 06 March 1984
- Religion: Islam
- Nationality: Pakistani
- EID No: 784-1984-8927742-0
- Passport No: DT9841972

REFERENCE

- Available on request