**Aves illahi**



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Why ***Aves illahi***?

* An experienced Banker who is practical, result-oriented, and visionary professional with proven experience in accounts management, hands on experience in anti-fraud and anti-money laundering techniques and real-time oversight of multiple management strategies
* Possessing insatiable desire to experience taste of training sector in Pakistan and get an insight of the fast paced and technologically advanced environment to further polish my skills and bring them at par with the rest of the world
* Committed to inclusiveness, with the ability to work effectively with diverse groups and key staff members and organizations; utilizing excellent writing, communication, and interpersonal skills in establishing and cultivating strategic partnerships and key alliances
* A proficient leader with high energy level, passion for excellence, and his results oriented style coupled with strong technical background in his field has inspired many to utilize their hidden potential and achieve extraordinary results

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| **CORE STRENGTHS AND ENABLING SKILLS** | | |
| * Compliance Risk Review * Human Resource Management * Training & Development | * Audit * Analytical Skills * Drafting Skills | * Accounts Management * MS office & Excel * Managerial Skills |
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**MCB Bank Ltd, MCB tower I.I chundrigar Road Karachi**

**Working as “Manager Compliance Risk Review & Evaluation”, Since Jun 2020**

**Responsibilities/Accomplishments**

* Providing guidelines to branches on AML/CFT/CPF and Name Screening
* Trainings conducted by Learning & Development department on AML/CFT/CPF
* Helping to implement banking controls & regulatory guidelines through onsite review of branches
* Providing training on AML/CFT/CPF through conducted trainings by L&D Department
* Any other assignment assigned by higher management as and when desired.

**Allied Bank Ltd, New Challi Branch**

**Working as “Banking Service Manager/ BOM”, Since March 2020**

**Responsibilities/Accomplishments**

* Ensured strict adherence to internal controls in banking operations to achieve best audit ratings through smooth branch operations as per banking regulations laid down by State Bank of Pakistan thus avoiding penalties
* An expert in planning, controlling and distribution of tasks among staff to promote a culture of efficiency and effectiveness through supervision, mentoring and training and development thereby forging a sense of belonging and teamwork within the staff members that helped in promoting cross-selling strategies of the branch
* Conceptualized winning business strategies to promote business through implementation and monitoring of strategies and sales plans as well as strengthen existing relationships by extending personalized customer services
* Ensured that customer queries and complaints were addressed within the shortest possible time span,
* Played an active role in opening & closing of accounts, daily balancing of ATM for ample provision of balance at all times, preparation, maintenance & timely submission of periodic reports to regional office
* Interacted with internal as well as external auditors and ensuring rectification of all discrepancies pointed out during audit & compliance

**Allied Bank Ltd, Regional Office Hyderabad**

**Working as “Associate Manager Audit & Compliance”, From Sep-2016 to Mar-20**

**Responsibilities/Accomplishments**

* Responsible for timely rectification/ closure on-site/ off-site audit/ monitoring reports (Internal/ External/ Regulatory/ Special etc.) of branches/ regional office
* Supervise &Coordinate pre-audit activity in branches for Internal/External Audit
* Ensure recovery of identified Leakage of Income in branches and Reporting to concerned
* Ensure recovery of Overdue Locker Rent of Lockers
* Coordinate periodic lockers break-opening exercise
* Reviewing Carry over / Condonation Cases and initiating approval process
* Maintaining record regarding all legal cases of the region and tracking
* Coordinating for all Legal Cases for Counsel/Staff/Witnesses’ attendance in Court as and when required.
* Providing Periodic/ on demand data/ MIS/ reports to concerned quarters regarding legal/ fraud/ forgery cases
* Emergency/Periodical reporting of all the Fraud/Forgery/Dacoit Cases to HOL/SAMG within timeline
* Processing of Financial Claims as per defined process.
* Coordinating for Insurance Claim (including lodgment, Survey Arrangements, Follow-up and Settlements).
* Processing Write off proposals of Operational Losses through Line Control as per policy.
* Coordinate for timely resolution of customer complaints (CMD, BMP, SBP, LEAs etc.)
* Coordinate with REIG for Properties’ Lease/Purchase for existing / new branches
* Processing Deceased Customer cases
* Monitoring & Coordinating branch old record archiving/retrieving management
* Arranging legal guidance for the branches where required from LAD/Legal Counsels.
* Any other assignment assigned by higher management as and when desired.

**Allied Bank Ltd, Civic Center Branch 0984, Hyderabad**

**Worked as “Officer General Banking”, March 2015 –September2016**

**Responsibilities/Accomplishments**

* Responsible for opening of accounts (individual/commercial/ corporate) investigating sources of income of account holders & assured that accounts were opened in accordance with account opening requirements and keeping in view KYC/ AML policy
* Issued remittances instruments (Pay orders/ Demand drafts/ Call Deposits) analyzed online transactions & sources of funds, delivery of ATM cards and Cheque books after proper verification
* Safeguarding security protocols pertaining to locker key, allowing customers to operate lockers after due verification
* Assisted operation manager in controlling day to day branch operations

**Allied Bank Ltd, Saddar Branch 0438, Hyderabad**

**Worked as “Teller”, February 2013 –March2015**

**Responsibilities/Accomplishments**

* Responsible for opening of accounts (individual/commercial/ corporate) investigating sources of income of account holders & assured that accounts were opened in accordance with account opening requirements and keeping in view KYC/ AML policy
* Issued remittances instruments (Pay orders/ Demand drafts/ Call Deposits) analyzed online transactions & sources of funds, delivery of ATM cards and Cheque books after proper verification
* Safeguarding security protocols pertaining to locker key, allowing customers to operate lockers after due verification
* Assisted operation manager in controlling day to day branch operations

**Allied Bank Ltd, Domanwah Branch 0109, Hyderabad**

**Worked as “Teller”, June 2010 –January2013**

**Responsibilities/Accomplishments**

* Responsible for opening of accounts (individual/commercial/ corporate) investigating sources of income of account holders & assured that accounts were opened in accordance with account opening requirements and keeping in view KYC/ AML policy
* Issued remittances instruments (Pay orders/ Demand drafts/ Call Deposits) analyzed online transactions & sources of funds, delivery of ATM cards and Cheque books after proper verification
* Safeguarding security protocols pertaining to locker key, allowing customers to operate lockers after due verification
* Assisted operation manager in controlling day to day branch operations

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* **University of Sindh, Jamshoro, 2012-2014**

Master of Business Administration (Specialization in Management Information System)

* **Shah Abdul Latif University, Khairpur, 2007-2009**

Bachelor in Commerce

**Trainings**

* E-mail writing & Communication
* Customer Service Excellence
* Awareness Program Anti Money Laundering
* Advance MS-Excel
* Trade Base Money Laundering

**Mailing Address: Flat No 81 F1 Block Sunny Pride Johar Mor Gulistan e Johar Block 20 Karachi**