



## **ABDUL SAMEE**

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### **Objective**

To pursue a career leading to professional organization where I can utilize my knowledge, skills, efficiency & experience regarding to develop my self-growth and serve for the betterment of Organization.

### **EXPERIENCE**

#### **HABIB BANK LIMITED (HBL) HEAD OFFICE KARACHI**

Centralized Remittance Department (Assistant Manager II)

27<sup>th</sup> May 2019 to Continue

##### **• Job Descriptions**

- Process Foreign Outward remittances according to SBP FE Manual.
- Scrutinize corporate client's remittances documents, and raise queries if documents are not in line according SBP Fe manual.
- Corresponding with corporate clients and arrange documentation as per SBP Fe Manual regulation.
- Process MT 103
- Investigate Foreign Outward remittances (MT-199)
- Evaluation of cases according to AML/TF procedures and process.
- Coordinate with Treasury, FI and Compliance department for processing foreign remittances.
- Coordinate & Email branches for the outward payments on daily basis.
- Dealing with NOSTRO & VESTRO Accounts for Performing Transactions.
- Creation and verification of Messages / Investigation of MT 103, 199 and 202 and follow-up with swift/Branches etc.

#### **MEEZAN BANK (Head Office) Karachi**

Centralized Remittance Department (Senior Officer I)

January 2016 to March 2019

##### **• Job Descriptions**

- Communicating and consulting throughout Centralized Processing Unit (Inward/Outward Team for oval all process).
- Process Outward remittances according to SBP FE Manual.
- Preparation of SBP Approvals.
- Dealing with NOSTRO & VESTRO Accounts for Performing Transactions.

- Creation and verification of Messages / Investigation of MT 103, 199 and 202 and follow-up with swift/Branches etc.
- Coordinate & Email branches for the outward payments on daily basis.
- Checking of remittance documentation's & related queries and correspondence.
- Process entries in T24 system and analyze and control over errors and risk factors.
- Maintaining the Record and Reporting to SBP for each Transaction.
- Checking of Shipping Files (Freight forwarders)
- Preparation of monthly Returns of FORM-M.
- Evaluation of cases according to AML/TF procedures and process.
- Risk control and mitigation via reasonable documents
- Building positive relationship with corporate clients.
- Communicating with corporate clients for resolving queries related with FTT.
- Conduct customer meetings that have defined call objectives, desired outcomes and a well-constructed plan for future payments that may be rout time to time.
- **MEEZAN BANK LIMITED (BRANCH OPERATIONS)**
  - Consumer Financing for Various Products and Services.
  - Efficient Management and Balancing of Customer queues.
  - Account Opening and Maintenance.
  - Online (Nationwide Deposits and Withdrawals).
  - Local transfer, online transfer, Cheques processing.
  - Inward and outward clearing
  - Cheque book and ATM
  - Tail management
  - Cross selling of banking products
  - Customer support for maintaining relationship between branch and customer

## **DAILY SOBH Newspaper Hyderabad**

Accounts Officer

September 2013 to December 2015

### • **Job Descriptions**

- Administer of all accounts, and financial operations
- Prepare Comparative Financial Reports and Reporting to Regulatory Authorities.
- Responsible for the outward and inward transactions of the remittance product.
- Assist in Account Payable and Receivable Activities.
- Obtains an understanding of internal control relevant to the audit.
- Evaluates the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Responsible for the direction, supervision and performance of the group audit. The group auditor remains solely responsible for the audit opinion.
- Analyze Portfolio Investment of Company.
- Maintain and Analyze the Records for Future Directives.

**SINDH HEALTH EDUCATIONAL DEVELOPMENT SOCIETY (SHEDS):**

Social Mobilizer

January 2006 to December 2009

**• Job Descriptions**

- Mobilizing the Community through Dialogue, Awareness raising and identify causes of local problems and their solutions.
- Baseline Research of selected Communities, and Continue to Monitor Social change and New Social Information relevant to Community Empowerment.
- To motivate and encourage potential leaders to talk to their fellow community members about unity and self-reliance.
- To deal with the community as a front line contact and provide full support during trainings for smooth implementation of the project activities.
- Proactively communicate on issues that might affect the Project implementation with Sr. Program Officer.
- Reporting the Progress on Regular basis.
- Encourage and Stimulate Community members to take action for solving their Problems and to Plan, Implement and Monitor action that they define themselves.

**EDUCATIONAL QUALIFICATION:**

Name of Examination	Session	Board / University	Grade / CGPA
M.B.A (Finance) 02-Years	2015	SZABIST, Hyderabad	2.98
B.B.A (Finance) 04-Years	2012	SALU, Khairpur Mir's	3.78
HSC (Pre Engineering)	2007	B.I.S.E. Sukkur	B Grade
SSC (Science)	2005	B.I.S.E. Sukkur	A-1 Grade

**SHORT COURSES:**

- Basic English course from Beacon center
- Advance English course from Beacon center
- (D.I.T) Diploma from city computers
- "DATA ENTRY OPERATOR" course in "BBSYDP" Khairpur.

**PROFESSIONAL SKILLS:**

- Outstanding command over verbal and non-verbal communicative & interpersonal skills
- Fluency in written and verbal English. Excellent Communication Skills.

- Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
- Confidently able to work independently or in a team to deal effectively with educators & employees
- Excellent presentation skills.
- Ability to manage multiple projects with minimal supervision.
- Have a good level command over English and Urdu Languages.
- Ability to recognize problems and reacting quickly and effectively to resolve them.
- Knowledge of Microsoft Office (Word, Excel, PowerPoint), and Internet.
- Attended “I.Y.C” which is held on 2010 at Khairpur organized by “YSWA” and “SOL”.
- Participated Skills development Workshop organized by “Drug Free Pakistan Foundation” on 3<sup>rd</sup> March 2010
- Attended “LIFE CHANGING EXPERIENCE CONFERENCE” which is held On 17<sup>th</sup>& 18<sup>th</sup> September 2010 at Sukkur & organized by “YSWA”&“SOL”

#### **PERSONAL INFORMATION:**

Father's Name : Haji Khalid Dino Shaikh  
 N.I.C. no : 45203-3593403-1  
 Date of Birth : April 10<sup>th</sup>, 1989