



MD AAMIR KHAN

PROFESSIONAL SUMMARY

Trade Finance with customer Service Professional with over 7 Years of working experience in Trade Finance Ops (Customer Service, Teller Service, LC/BG Issuance, Advising, Confirmation, Doc checking, Bill Acceptance, Negotiation and Discounting, Bills Receivable Purchase and other Trade Products), Reconciliation, General Banking Operation (Account Services, Corporate Bilateral and Loans) and Credit Admin with leading Corporates i.e., HDFC Bank and Al Nejum AL Canadia Building Material Trading LLC.

CERTIFICATIONS

- **Anti-Money Laundering and Know your Customer (AML & KYC)** from Indian Institute of Banking and Finance.
- **Certificate for Advance Diploma Computer Application** from I MAS Patna.
- **Certificate for Digital Marketing** from DTI Delhi.
- **Pursuing Business Analytics Certification** from Intellipaat (IIM Madras)

SKILLS

- Well versed with Microsoft office/Outlook
- MIS Reporting
- Audit Reconciliation.
- Solution-focused techniques
- Banking operations knowledge
- Industry networking
- Digital Marketing
- Teamwork and Collaboration/Multitasking Abilities/Dependable and Responsible.



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Flat No 1003, Buqaish
Tower, Opposite to
Mahattah Museum,
Sharjah, United Arab
Emirates 500001



Feb 21, 1992



Indian



Single

Visit Visa Status

12th Aug 2022

EDUCATION

Bachelor of Commerce
with "A" Grade: Lalit
Narayan Mithila
University of
Darbhanga, Bihar,
India 2013.

Passport Details: -

L5284045 Nov-2023
Issued- Patna India.

Driving License:-

BR07 20210007473
Feb 2032
Issued- Darbhanga
India.

WORK HISTORY

May 2020 – April 2022

June 2014 - August 2017

HDFC Bank Ltd - Assistant Manager, New Delhi, India

Trade Finance/Branch Banking-

- Handling the Bank Guarantee for all Capital and Commodity Market Client: Issuance, Amendment and Cancellation of Financial and Non-Financial Bank Guarantee, Sending Tracers.
- Cash handling, Remittance challan & Vault custodian
- Processing the local currency transaction and settlements through RTGS and NEFT within the time limit.
- Manage all communication with bank and provide excellent customer service and resolve any customer issues.
- Communicating with clients over email and telephone by that maintaining strong bond with the customers.
- Understanding bank processes on core banking, lending, private banking and all aspects related to retail & Wholesale banking.
- Coordinate with other departments for and maintain efficiency on all sales procedures and activities.
- Coordinate with individual client requirement and give the best solution insurance policies, accounts opening, loans, fixed deposit and mutual funds.
- Call back of the daily transactions and filing the vouchers accordingly, EOD Activities and GL Reconciliation.
- Maintenance of various registers and their review on frequent intervals.
- Responded to a broad range of customer inquiries and swiftly resolved problems.
- Ability to deal with large transaction volumes.
- Reconciliation

Credit Administration Department

- To adhere the process and check the enforceability of the documents from legal aspects.
- To maintain various MIS and publish it timely to improve the process and for reducing FTNR.
- Addition of New Borrower in Commodity Finance segment for Pledge Facility by scrutinizing the loan documents provided by them.
- Verifying documents, pre disbursement clearance for loans and post sanction follow-ups i.e., tracking of deferrals, publishing the MIS for overdue deferrals.

March 2018 - March 2020 **Al Nejum Al Canadiah Building
Material Trading llc – Sales /Operations**, Sharjah, United
Arab Emirates

- Maintaining and developing relationships with existing customers in person via calls and mails.
- Cold calling to arrange meetings with potential customers to prospect for new business.
- Coordinated with the marketing team to manage good and friendly relationships.
- Assigned weekly orders to fellow officers before the deadline while handling multiple assignments.
- Responsible for maintaining purchasing levels and making sure that all purchases were properly approved.
- Listening to customer requirements and presenting appropriately to make sales.
- Responding to incoming mails and phone queries.
- Negotiating on price, costs, delivery and specifications with buyers and managers.
- Recording sales and order information and sending copies to the sales office or entering into a computer system.
- Suggesting the most viable solution and cultivating relations for customer retention.

I hereby declare that the above-mentioned information is true to the best of my knowledge.

(Md Aamir Khan)