

AFZAL KHAN

Cell: 0321-9078485



PERSONAL INFORMATION

Date of Birth: 30th June 1983

Email: afzal1983@live.com

Marital status: Married

Nationality: Pakistani

SUMMARY

- Good communication and supervisory skills with keen initiative.
- Energetic, enthusiastic with authentic determination for every work.
- Hard-working with the ability to motivate people and willing to learn.
- Ability to communicate with peoples from various ranges.
- Ability to read & analyze technical drawings quickly.
- Ability to work as a good team member.

EXPERIENCE

10/2014 to 10/2018 Supervisor/Senior Compliance Officer

LM Exchange- Abu Dhabi – Abu Dhabi



- Buying and selling forex with institutional customers to maximize the profit.
- Provides a special rate to customers by using different method.
- Conduct daily branch office inspection and prepare formal report findings.
- Ensure the Anti-Money Laundering KYC procedures and policies are strictly followed and relevant documents are obtained.
- Good knowledge in Exchange House Software CASMEX (from Oct, 2014).
- Attend conferences and training sessions to learn about regulatory changes and implications for organizations.
- Write and present reports to management outlining recommendations for improvements.
- Develop and deliver training for the organization to update employees on policy changes and raise awareness of regulatory requirements and compliance policies.

08/2011 to 08/2014 Admin/Accounts Officer/Cashier

aYs Electronics Peshawar, Pakistan



- Responsible for all phases of accounting including ledger, payroll, cash flow, reconciled inter-branch accounts, and bank reconciliation statements.

- Generate all payable reports with general ledger and also deal with daily transactions for the petty cash Ensure that reconciliations are completed every week.
- Ensure all filing is done in a timely and accurate manner.



04/2008 to 10/2010 Relationship Officer

NIB BANK Peshawar, Pakistan

- Initiate programs to lead and develop relationship banking within the department.
- Coordinate cross-business integration and cooperative working schedules.
- Resolved escalated customer issues promptly and effectively.
- Identified cross-selling opportunities by building relationships.
- Initiate strategies to meet customer needs and demands.

01/2007 to 04/2008 Admin/ Customer Service Officer

aYs Electronics Peshawar, Pakistan



- Receive and process all invoices, expense forms, and requests for payments.
- Maintain an awareness of all promotions and advertisements.
- Accurately and efficiently maintain all cash and media at the register.
- Ensure that each customer receives outstanding service by providing a friendly environment which includes greetings and acknowledging every customer.
- Solid product knowledge and all other aspects of customer services.

EDUCATION

2004-2006 Bachelor of Commerce: IT, Accounts, Business Administration

- Cecos University-Peshawar-Pakistan

2002-2004 Diploma in Commerce: Economics, Accounts, IT

- Board of Technical Education – Peshawar, Pakistan

CERTIFICATES

- Attending **FERG** Training Session on “AMLCFT & Due Diligence” August 2016.
- Attending Training Session on “AMLCFT & Due Diligence” with special reference to “The Anti-MoneyLaundering Regulation” September 2016.
- Attending Training Session on “AMLCFT & Due Diligence” with special reference to “The Anti-Money Laundering Regulation” December 2015.

LANGUAGE SKILLS

- Fluency in oral & written English and Urdu, Pashto, Punjabi

DECLARATION

I hereby solemnly declare that the particulars furnished above are complete and true to the best of my knowledge and belief.

AFZAL KHAN