

Asim Mehmood

Address: St.No:1, H.No: 4, Bilal Town,
Gujranwala Cantt, Gujranwala.
Cell # +971 523774826



Personal Profile

Father Name:	Mehmood Ul Hasan
Date of Birth:	31/Jan /1982
Domicile:	Gujranwala
N. I .C No.	34101-2366924-5
Nationality:	☼ Pakistani
Religion:	Islam
Permanent Address:	St.No:1, H.No: 4, Bilal Town, Gujranwala Cantt.
Home #	0314-7070145

Objective

To be given The opportunity to create a platform for continued growth and success, for my place of employment, for companies and clients assigned to me and for my self, both as an individual and as a team player –each aspect leading to the others.

Qualification

B.Com . Universty of the Punjab, Lahore 2nd
D.Com. Punjab Board of Technical Education Lahore. 2nd
Matric. Board of Intermediate Secondary Education Gujranwala 2nd

Experience

- **As a Incharge Trade Finance in Bank Alfalah Ltd, Wazirabad.**
(18/01/13 to 16/03/15)
- **Key Responsibility:**
 - Keep updated regarding Foreign Exchange Regulations, , ICC publications, (UCP, URC, etc) Trade Policy and ensure dissemination to relevant staff
 - Monitor imports related activities i.e., establishment of L/Cs, registration of contracts, PAD lodgment, payments, SBP reporting etc., strictly in compliance with Foreign Exchange Regulations, ICC publications (UCP,URC etc.) Trade Policy.

- Issuances of L/Cs after proper scrutiny of documents; approval of L/C amendments, review of relevant correspondence and signing of vouchers
- Arrange preparation and checking of telex, Airmail L/Cs, amendments and communication through telex and fax; preparation of all relevant vouchers and ensure recovery of relevant charges in line. Scrutiny of documents regarding acceptances, PAD and ensure proper Preparation of the PAD memo
- Reporting of all payments to treasury on prescribed format and dealing with international Division; negotiate with customers and treasury for rates to be applied in various import/export transactions
- Ensure proper handling of export documents; managing process of negotiations of documents for rectification of discrepancies, typing, rechecking, signing and dispatching in time and proper record keeping.
- Overseeing the process of local and foreign inward and outward documentary collections and all allied processes including proper processing, dispatching and follow up
- Ensure accurate preparation and submission of periodic reports to HO, treasury and SBP; correspondence with HO, customers and other departments relating to foreign trade business
- Ensure proper checking of daily activity of "Nostro Accounts" for responding to entries
- Supervise/sign, vouchers/documents pertaining to foreign trade businesses, ensuring that they are in line with foreign exchange regulations, internal procedures and ICC publications etc
Ensure to rectify audit objections pertaining to foreign exchange transactions raised by internal, external and SBP's auditors and maintain satisfactory audit rating.

➤ ***As a Foreign Trade Officer in Bank Alfalah Ltd, Gujranwala Main Branch. (07/05/2007 to 17/01/13)***

➤ **Key Responsibility:**

- Maintain the record of Import / Export related charge documents inclusive of Form 'E' and 'I'
- Monitor Export / Import related finance facilities (FATR/FIM).
- Opening of L/C after completion of all necessary documentations.
- Liaison with Centralized Import / Export departments for departmental reconciliation
- Respond foreign remittances
- Prepare periodical reports for State Bank of Pakistan / Head Office portraying foreign exchange position.
- Process Documentary Bills for Collection against Form-Es issued by branch
- FBCs, I/W & O/W FTTs.

➤ ***As a Operation Officer (Teller) in United Bank Ltd, Gujranwala . (22/10/2003 to 03/12/06)***

➤ **Key Responsibility:**

Cash Department October 2003 to June 2005

To post all entries of online & local transaction of the day.
Maintain Balance with National Bank of Pakistan.
To minimize audit objection of cash Department.
To sort cash according to the requirements of authorities

Account Opening Department June 2005 to December 2006

Opening new bank accounts.
Issuing of certificates related to account opening.
Emphasis on money laundering.
Dormant account activation.
Zero balance intimation letters and closure of accounts.
ATM & Credit cards handling.
Updating KYC (Know your customer)

Computer Skills

Computer Diploma

Post Graduation Diploma in information Technology.

Microsoft Office (Documentation with Word, Spreadsheet with Excel. Presentation with PowerPoint)

- **Know About Computer Hardware/Software**
- **Information about internet**
- **I.T Skills**