

# Salman Saeed

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Visa Status: Visit (valid till 14th Oct, 2022)

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## PERSONAL PROFILE

- Twelve years of professional experience within the Banking and Fintech industry in areas mainly Branch Operations, Retail Asset, Admin and Records Management and Compliance.
- Ability to propose changes and for smooth processing that leads to results.
- Good team player who contributes his learnings and expertise and ensure to follow SOPs and maintain efficiency and effectiveness.

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## PROFESSIONAL EXPERIENCE:

### **FGC Capital UK (Fintech Industry) (June 2021- June 2022)**

Designation: **Team Leader Compliance**

Job Description:

- Performing due diligence and risk assessment on new onboarding applications from Corporate, MSBs and Charity businesses prior to submit to Compliance Manager.
- Periodically reviewing KYC and KYB records to ensure completeness of client profiles which includes verifying that due diligence has been performed to regulatory standards.
- Reviewing mandatory policies, mainly GDPR, AML, Adults and Vulnerable at the time of onboarding.
- Supervision of transaction monitoring activity (Payments and Deposits) in line with compliance policies must be followed and all the checking tools for AML considered i.e., Companies House (UK), Credit Safe (UK), OFAC (office of Foreign Asset Control) prior to take action.
- Liaising with the engagement team in order to obtain necessary documentation to meet AML requirements across various jurisdictions.
- Perform risk scoring of all clients, mainly for High-risk clients, PEP's and reporting adverse media findings to MLRO.
- Maintaining records of KYC and KYB documents of all clients.
- Preparing Subspecies Activity Reports (SAR) related to transactions and accounts.
- Resolving audit observations if any.

### **Abu Dhabi Commercial Bank, UAE (December 2016- April 2021)**

Designation: **Administration Assistant- Corporate Services Department**

Job Description:

- Archival of Bank's record for Daily activity vouchers, Account opening form, Loan Documents and branch/department internal records.
- Supervision of scanning and verification of the archived records.

- Processing of retrieval requests from branches/departments for transactions and other archived documents.
- Processing of stationary requests from all departments and branches in UAE, Kuwait and Qatar.
- Inventory management for all printed stationary and arrange reprinting with Procurement department.
- Arrange disposal of used toners and rubber stamps with the vendors as per SOP guidelines.
- Petty Cash handling for the department up to AED 10000.
- Shifting of UNB records to ADCB vender for record management and submission of timely data and reports during transferring of records.
- Manage and assigning tasks to department driver to get the work done within TAT.

**Noor Bank, UAE (August 2015 -November 2016)**

Designation: **Sr. Officer Asset Operations**

Job Description:

- Verification and authorization of personal finance applications for Non-Buyout, Buyout and Top up cases.
- Disbursement of funds at day end for all the processed applications.
- Processing of early settlement and loan postponement for the customer.
- Preparation of covering letters, guarantee letter for managers cheques.
- Security cheque management for personal finance.
- Submission of security cheques to clearing upon request.
- Archival of original customer applications and daily transection vouchers and maintaining MIS.
- Mail management handling for the department.
- Coordinator for Back Office regarding files archival retrieval, scan on demand and warehouse visits.
- Responding to queries about personal finance cases.
- Awarded “Management Pat on the Back Award” for July 2016.

**BACK OFFICE MANAGED SOLUTIONS FZ LLC, UAE (May 2014-May 2015)**

Designation: **Document Processor**

Job Description:

- Involved in all steps of record management for the banks for voucher, account opening documents, credit cards, personal and auto finance documents.
- Receiving, recording and processing of the documents.
- Provide scan on demand facility to the clients by tracking the documents using O’NEIL software.
- Maintains customer confidence and protects operations by keeping information confidential.
- Scanning and processing financial documents (voucher, online transfers and mortgage) in HSBC.

**ALLIED BANK LIMITED (April 2011- April 2014)**

Designation: **Teller/Customer Services**

Job Description:

- Managed payments and deposits for bank customers.
- Handled inward and outward clearing instruments.
- Maintained cheques sent for collection.
- Regulated daily cash balances as per transactions.
- Assured good service for every customer.
- ATM replenishment.
- Account Opening.

**PROLINK CONSULTANT (August 2010 - March 2011)**

Designation: Coordinator for Allied Bank Limited

Job Description:

- Migration of Bank data from UNIBANK Banking Software into T24 Banking Software.

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**QUALIFICATION:**

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| • <b>Masters in Commerce (Finance)</b>       | 2008-2010 |
| The Islamia University, Bahawalpur, Pakistan |           |
| • <b>Bachelors in Commerce &amp; IT</b>      | 2006-2008 |
| The Islamia University, Bahawalpur, Pakistan |           |

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**SOFTWARE USED:**

- **Computer Programs** – MS Office
- **Banking Software** - T24, Uni Bank., NOS, IFLEX, OPSAL
- **Record Management** – O’Neil , AMS, Edocs
- **Compliance** - Credit Safe (UK), OFAC (USA)

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**CONFERENCES & TRAININGS:**

**Training Sessions Conducted by Emirates Institute for Banking and Financial Studies (EIBFS) Sharjah UAE (2017-18)**

- Developments of New Islamic Banking Products.
- Introduction to Islamic Banking
- Application of MS Excel.

**Training Session Conducted by HSBC NSC Department Dubai UAE (2014)**

**Covered Topics:**

- GSD Operational Risk.
- Anti-Money Laundering (Deter, Detect, Protect).
- Bribery Zero Tolerance.
- Business Resilience.
- Compliance and Reputational Risk.
- FATCA.
- Health and Safety Awareness.
- Information Security.
- Operational Risk.
- Reputational Risk.
- Sanctions (what should you know).
- Unconscious Bias Learning for Employees.

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**REFERENCE:**

Will be furnished on demand.