

MR.AFZAL KHAN

- Cell: 058-9369565

PERSONAL INFORMATION

- Date of Birth : 30th June 1983
- Email : afzalkhan1983@outlook.com
- Marital status : Married
- Nationality : Pakistani
- Visa Status : Visit visa



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 people from various ranges.
- Ability to read & analyze technical drawings quickly.
- Ability to work as a good team member.

EXPERIENCE

05/2020 to 12/2021 Cash Officer/ Finance Administrator

Marks Razmak Industries- Peshawar-Pakistan

- Administers and process all petty cash transaction within the company policies and procedure.
- Receives, issues receipts, and deposits all cheques collected from external and internal clients.
- Forecast daily cash position by utilizing cash receipts and disbursements.
- Maintain security and confidentiality of financial records.
- Manage incoming and outgoing cash effectively daily.
- Performs other related duties as assigned by the Manager.



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 a different method.
- Conduct daily branch office inspections 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 to Oct 2018).
- Attend conferences and training sessions to learn about regulatory changes and implications for organizations.



- 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.
- 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 that 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