

SYED BARKAT ULLAH QADRI

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SUMMARY OF QUALIFICATIONS

- Over 16 years of experience in Banking Operations, Customer Service & Trade.
- Strong background in Banking & Trade
- Proven skills in Leadership, Problem Solving, Customer Service , Administrative
- Demonstrated ability to Team work , Interpersonal Skills, Time Management
- Professional communication skills include fluency in English and Urdu
- Master in Business Administration in (Finance) 2014 - 2018
- Computer skills include:
 - MS Office, internet and email
 - Web Designing Program
 - Android applications

PROFESSIONAL EXPERIENCE

Trade Officer 2019 – Till
Bank Alfalah Ltd ,Karachi -Pakistan

- Ensure Compliance related to Export and Import Banking Transaction.
- Eform approval on Weboc,& Screening
- Focus on AML / CFT Trade related Matters.
- FATF, OFAC. UN Sanctioned Compliance.

Finance / Office Manager 2017 – 2019
Village Brothers, Karachi, Pakistan

- View and Maintain Company Finance matter
- Focus on Timely submission of Government Taxes, Duties, levies.
- Maintain Cost saving Procedure and implement policies to enhance profitability
- Organize office operations and procedures & Administration.
- Employed strong communication skills to “Train the Trainers”
- Maintained existing computer programs by making minor modifications as required
- Manage office G&A budget, ensure accurate and timely reporting

Customer Service / Operation Manager 2011 – 2016
Habib Metro Bank Ltd, Karachi, Pakistan

- Operational management and control of the daily workflow
- Over all responsibilities for Branch Operations / daily Transaction
- Compliance with SBP regulations AML, KYC,CDD / EDD, CTR / STR Reporting.
- Providing full support and cooperation with co workers

SYED BARKAT ULLAH QADRI

General Banking / Trade Officer
Habib Metro Bank Ltd, Karachi, Pakistan

2003 – 2010

- In-charge Foreign Trade Operations Pertaining Foreign Import / Foreign Export.
- Letter of Credit, D/A, D/P & Collection Documents handling.
- Foreign Exchange Remittances Including Inward / Outward
- Issuance of remittances instruments Payorders, Demand Draft, Online transactions.
- Record keeping, update respective monthly balancing along with necessary prescribed compliance measures.
- ATM Operations, Customer Complains handling, resolving issues.

Assistant Accountant
Century Apparel Pvt Ltd, Karachi, Pakistan

1999 – 2002

- Computer Operator
- Staff Salaries & Taxes
- Manage daily Petty cash & Cash Book
- Inventory Controlling
- Customer Billing

VOLUNTEER EXPERIENCE

General Secretary
Fareed Square Welfare Association , Karachi , Pakistan

2008– Present

- Assist Welfare Work for Resident Peoples
- Resolving issues with related matters of public including (water, Parking, Cleanness of Locality, Safety & Health).

Award / Recognition
10th Year Service completion Award from Habib Metro Bank Ltd Karachi-Pakistan

2012

EDUCATION

Master in Business Administration (Finance)
ILMA UNIVERSITY (Karachi-Pakistan).

2018

REFERENCES

- Available Upon Request