



IRFAN NASOORDEEN

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Performance-driven and Self-motivated professional with more than 14 years of successful banking, finance, administrative and academic experience. Exceptional knowledge and ability in Banking Operations, Financial Analysis, Credit Risk Analysis, Sales, Marketing, Administration and Teaching with proven expertise in creating sophisticated financial models and interpersonal skills.

PROFESSIONAL EXPERIENCES

NCH MARKETING ENTERPRISES PVT LTD, SRI LANKA

NCH is a Group Business which deals with Hardware Distributions & Retail Sales, Stirrups & Roofing Sheet Manufacturing, FMCG Super Market and Tiles, Ceramics & Sanitary ware Distributions & Sales

- HR Activities (Staff Database, Attendance, Salaries, Welfare and Duty Assignments)
- Scheduling company event calendars & meetings and preparing of progress & meeting minutes
- Allocating the funds for Supplier Payments, Operations, Admin Expenses and Purchasing
- Maintaining daily cash book, petty cash, payables, receivables and data entry proceeds
- Management Information, Company Policies & Regulations, Compliance and Inventory updates
- Overseeing Outstanding collections, Purchase & Payments and Fund Management
- Supervising of factory productions and In-Charge of Warehouse stocks and operations
- Preparing relevant financial accounts, reports, sales invoices and good received notes (GRN)
- Company internal & external communications and vendor & client relationships
- Reconciling the company bank accounts, bank facilities, company funds and sales on daily basis
- Introducing incentive criteria model and business strategies among the staff to enhance the sales
- Timely providing guidance and training for staff to develop their interpersonal & sales skills
- Implementing cost cutting policies and Calculating the cost to fix the price of the goods
- Involving in company procurement activities for quality checking, buying and selling of materials

AMANA BANK PLC, SRI LANKA

- In-Charge of Branch Retail Banking Unit (Vehicle Leasing, Home Financing & Personal Financing)
- Preparing credit & financial analysis to construct credit memorandums for facility approvals
- Following up mortgage executions and system updates of limits & collateral subject to approval
- Preparation of Sharia documents to disburse the funds and close the deal
- Carrying out periodical customer visits to strengthen existing relationships
- Providing best service and credit awareness for clients other than financial stability
- Facilitating customer requests by ensuring of compliance with the bank's service standards
- Frequently identifying and exploring cross-selling opportunities to acquire new potential business
- Training, guiding & managing Retail staff to ensure high-quality service and smoother functions
- Achieving KPIs such as Deposits, Accounts, Advances, Profits, Reduction of NPA
- Solely handled security documentation of the entire Retail Banking unit of the branch
- Handling recoveries & insurance and releasing security documents upon facility settlement
- Contribution to the branch front & back office banking operations
- Authorizing & auditing Cash Vouchers & Transactions and Account Openings & Mandates
- Organizing street promotions and door to door campaigns on the awareness of Islamic Banking
- Possesses Strong Knowledge on KYC, AML, EDD, CDD, CFT, Sanctions, Source of funds, Source of wealth, Cash Remittance, Banking products and service standards
- Analyzing & evaluating the potential risk of customers for account opening purpose and Completing the checks on EDD before on boarding the customers
- Investigating customer's source of income, wealth, nature of business and turn over
- Completing KYC & AML investigation requests in adherence to relevant standard operating procedure subject to CBSL guidelines

Finance &

Administration Manager

Apr 2022 – Oct 2023

Business Development & Procurement Manager

Apr 2021 – Mar 2022

Customer Relationship Manager

Akurana Branch

May 2017 – Mar 2021

Customer Relationship & Compliance Officer

Kaduruwela Branch

Jan 2015 – Apr 2017

Executive Operations & Credit Analyst

Kaduruwela Branch

Mar 2013 – Dec 2014

Notable Performances

- Nominated for Best CRM – Retail Banking Category for Annual Awards in 2016
- Topped the list among the Central Region CRMs in 2020
- Certificate of Appreciation for the achievement of Mosque Accounts Opening Competition
- ABL Way Token appreciation in recognizing exemplary conduct of "Sense of Urgency"

<p>Branch Manager <i>Kantale Branch</i> <i>Dec 2011 – Mar 2013</i></p> <p>Assistant Manager <i>Trincomalee Branch</i> <i>Dec 2010 – Nov 2011</i></p> <p>Management Trainee <i>Trincomalee Branch</i> <i>May 2010 – Nov 2010</i></p>	<p>NATIONAL SAVINGS BANK, SRI LANKA</p> <ul style="list-style-type: none"> • Preparing Annual Business Plan, Budget and Financial Reports of the Branch • Collaboratively achieving the target through well-planned strategies • Authorizing and auditing all frontline staff transactions and Branch internal registers • Well-recognized with Cash handling techniques and Proper fund management capabilities • Identifying training needs for staff and guiding and motivating them to develop their skills • Evaluating staff performance based on the allocated target criteria and preparing staff appraisal • Periodically setting up awareness programs & campaigns on bank products • Arranging monthly meetings to discuss the target growth, structural plans and staff issues • Always cross-selling the bank products among the direct and indirect customers • Assigning staff duties and periodically rotating their tasks to learn every aspects of the branch • Upholding ethical relationship with staff and customers • Maintaining moral relationship with competitors and financial neighbours • Providing staff independency to deliver their own opinions and to do their daily routines • Providing better solutions when problems occur among staff-staff and staff-customers
<p>Demonstrator <i>Department of Physical Sciences</i> <i>Nov 2008 – Nov 2009</i></p>	<p>FACULTY OF APPLIED SCIENCES, SOUTH EASTERN UNIVERSITY OF SRI LANKA</p> <ul style="list-style-type: none"> • In-Charge of laboratory practical activities for Earth Science undergraduate students • Guiding students to do the practical activities and scrutinizing their practical reports • Preparing of Exam papers and evaluating & measuring student skills and growth • Assisting the lecturers to do their academic activities conveniently • Routing the students in Field Excursions and Geographical Mapping • Assisting students to submit their final field excursion report to complete their degree program • Conducting natural disaster awareness programs
<p>2008 Sep <i>Sri Lanka</i></p> <p>2004 Apr <i>Sri Lanka</i></p> <p>2000 Dec <i>Sri Lanka</i></p>	<p>EDUCATIONAL CREDENTIALS</p> <ul style="list-style-type: none"> • BSc (Hons) Degree in Physical Science <i>Faculty of Applied Sciences (FAS), South Eastern University of Sri Lanka (SEUSL)</i> • Best performance in General Certificate of Examination in Advance Level • Best performance in General Certificate of Examination in Ordinary Level
<p><i>McQuire Rens & Jones</i> <i>QAA Council</i> <i>EHED Centre</i> <i>CITI, Board of Investment</i></p>	<p>CERTIFICATIONS & TRAININGS</p> <ul style="list-style-type: none"> • Training Program on Customer Relationship Building • Workshop on Innovative & Interactive Teaching Methods • Course in English Language • Diploma in MS Office Management
<p><i>HelpAge Sri Lanka</i> 1998 <i>SL Inventors Com</i> 2004 <i>University & Club Levels</i></p>	<p>AWARDS & ACHIEVEMENTS</p> <ul style="list-style-type: none"> • Second Place in National Level Essay Competition on Elders Day • Second Place in National Level Essay Competition on New Inventions • Championships in Cricket, Football, Table Tennis and Carrom
<p>2006 - 2007 2007 - 2008 2006 - 2008 2015 - 2022</p>	<p>EXTRA CURRICULUMS</p> <ul style="list-style-type: none"> • Secretary of Earth Science Society at Department of Physical Sciences, FAS, SEUSL • Editor of Earth Science Society at Department of Physical Sciences, FAS, SEUSL • Captain for Indoor Games of Faculty of Applied Sciences, SEUSL • Chief Organizer of Peraru Football Premier League, Kantale, Sri Lanka
<p>LANGUAGES: <i>English</i> <i>Tamil</i> <i>Sinhala</i></p> <p>INTERESTS: <i>Cricket</i> <i>Football</i> <i>Photoshop Editing</i></p>	<p>SKILLS</p> <ul style="list-style-type: none"> • Never lose control whereas cool or temper circumstances and keeping face ever-smiley • Trustworthiness, Ethics, Positive Attitude, Efficiency, Creative and Team Work • Excellent Leadership & Interpersonal Qualities along with Well-Organizational skills • Problem Solving, Solution-Oriented and Effective Communication • Punctuality, Responsibility, Commitment and Time Frame Management • Exceptional analytical, Presentation skills and Good understanding of company hierarchical ethics • Possess a valid Sri Lanka Driving License • Proficiency in MS Office Packages with emphasis on MS Excel, MS Word and MS PowerPoint • Sound knowledge in Internet, Email and Computer Literacy