



SHEHLA MUMTAZ

VISIT VISA VALID TILL 17 FEBRUARY 2024

PROFESSIONAL EXPERIENCE

TRADE MANAGER-TEAMLEADER

MCB BANK LIMITED

2021-PRESENT

- Handling East branches Import and export transactions.
- Pre & Post screening as per OFAC sanction list
- Establishment of LCs and retirement of documents
- Price check to avoid Trade based money laundering
- Update EKYC and risk profiling of trade customers
- Trade payments under all modes DA, DP AP & LC

NOSTRO ACCOUNT/REMITTANCE

2018-2021

HABIB BANK LIMITED

- Reconciliation of Bank foreign currency accounts
- Payments screening as per AML requirement EKYC check
- Working on digitalization of core banking software
- Worked as supervisor in Inward remittance department
- Relay MT103/202/199 messages through swift alliance

TRADE FINANCE OFFICER

2017-2018

JS BANK LIMITED

- Scrutiny of important export documents as per UCP 600
- Settlement of overdue Import and Export payments
- Scrutiny and payment of shipping documents and relay swift

RELATIONSHIPMANAGER TRADE-ASSETS

2016-2017

BANK ALFALAH LIMITED

- Retirement, PAD Lodgment and TR Adjustments
- Processing application from borrower (Credit Proposal)
- Financial Statement analysis and collateral management
- Develop tactics to increase asset based portfolio

CASH/CLEARING/ACCOUNTS & TRADE

2007-2010

ASKARI BANK LIMITED

2011-2016

- Cash payments and receiving and counter balancing.
- Supervise and manage staff accounts, HR matters
- Outward Inward cheques clearing and settlement
- Prepare budget and strategy to achieve targets

ACCOUNTS OFFICER

2011

HERBION PHARMACEAUTICAL COMPANY

- Preparation of general Ledgers account and tax
- Compiling and presenting reports, budgets, business plans
- Financial forecasting and risk analysis

PRIMARY TEACHER

2005-2006

ST. LAWRENCE GRAMMAR SCHOOL

- Prepare the assigned lectures and conduct at time
- Implement effective classroom management practice

ABOUT

Multi-skilled and goal oriented individual offering 16 years of progressive experience in Banking Operations, Accounts, Trade , Advances and customer service. Determined to learn new things and ready to meet the deadlines, my ambition is to work with the Organization that enables me to utilize my potential for the growth of the Organization and provides me opportunities to further enhance my learning experience & capabilities

EDUCATION

MBA (FINANCE)

DEGREE ATTESTED FROM HEC
PAF KIET UNIVERSITY CGPA 3.17

BBA (CGPA 3.64)

FEDERAL URDU UNIVERSITY

CERTIFICATIONS

Financial Statement Analysis
Customer service standards
Branch Banking Operations
Certified Manager Operation
International Accounting
MPRS and Budgets
Trade Financing
UCP 600

LANGUAGE

ENGLISH & URDU

CONTACT

- 🌐 [linkedin.com/in/shehla-m-0997b5247](https://www.linkedin.com/in/shehla-m-0997b5247)
- ✉ shehla_mumtaz@hotmail.com
- ☎ +971568403743
- +971582953431
- +92 3363840272
- 📍 Dubai UAE