

## **FAISAL JALAL S/O MUHAMMAD AFZAL KHAN**

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### **OBJECTIVE**

*To acquire position that will develop my skills and be able to pursue a career that will provide Excellent opportunities towards the modern world and enhance my 10 years' experience and share it to the most competitive core of people.*

### **KEY SKILLS**

REMITTANCE || FOREX || KYC || AML || CASH MANAGEMENT || TAX ISSUES SOLVER || FORMATION OF COMPANY FORM "H" FORM "E" || FAKE NOTE EXPERT || CUSTOMER SUPPORT || OPERATIONS

- **MBA** Masters in Business Administration (Finance)
- **Total 18+ years of Professional Experience**
- **Cash Management** (LC FC Fake Currency Notes Expert, Monitoring Financial Transactions, Cash Flow Forecasting)
- **Foreign Currency Dealer**
- **Reporting and Compliance** (Bank & Debtors Creditors Accounts Reconciliation, Reporting and Documentation, Staff Management Training, Collaborating with Internal Teams, Assist Auditor duties)
- **AML/CFT** (KYC of Customers, Customer Due Diligence (CDD), Risk Assessment, Policy Development and Implementation, Monitoring and Reporting)
- **POS (point of Sale) Management**
- **System Management** (LAN & Wireless networking, System Monitoring, Troubleshooting, Data Management)
- **Remittance Management** (    inbound services)

### **PROFESSIONAL EXPERIENCE**

#### **IT/Operation Manager -- Pakistan Currency Exchange Pvt Ltd (Franchisee) Iqrar Exchange 2012-2025**

Iqrar Exchange is a franchisee exchange of Pakistan Currency Exchange. This exchange deals in Western Union remittances and currency exchange business.

#### **Responsibilities in Pakistan Currency Exchange, Peshawar**



- Maintaining of Petty Cash and recording all transactions on & out.
- Perform Teller duties in front office.
- Payment of remittances in home currency.
- PC Hardware, Installing, Configuring & Administrating Windows XP/Win 7/Win10
- Preparing monthly management reports, Income reports, Expense Reports etc
- Taking entries in PakSoft Head Office software and send daily file to Head Office
- Conduct accounting activities on day-to-day basis and during monthly/quarterly/yearly closing
- Prepare, examine, and analyze accounting records, financial statements and other financial reports to assess accuracy, Responsible for reporting to HO communication being Branch and HO
- LC FC fake note expert

#### **Complaints & Accounts Manager-Money Link Exchange, Peshawar (Morning) 2001-2008**



Malik Exchange is one of the leading exchange house based in Peshawar, to conduct purchase and sale of foreign currencies and handling foreign remittances business.

## Responsibilities in Money Link Exchange

- Analysis, Development and Implementation of application for business
- Managing the current Accounting Software of SQL Server Database running in side Peshawar.
- Administration & Maintenance of IT Network of various offices, user training & documentation
- PC Hardware, Installing, Configuring & Administrating Windows 98/XP/XP Vista
- Configuring POP & SMTP mail server on MS Outlook, Netscape, Incread Mail & other Softwares
- General book keeping and recording of accounts transactions
- Preparing monthly management reports, Income reports, Expense Reports etc
- Managing the Debtors and Creditors reports
- Maintaining of Petty Cash and recording all transactions on & out
- Assisting in preparation of audit schedules Supervise the senior accountants and junior accountants jobs
- Develop, implement, modify, and document record keeping and accounting systems, making use of current computer technology
- Prepare, examine, and analyze accounting records, financial statements and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Conduct accounting activities on day-to-day basis and during monthly/quarterly/yearly closing

## Responsibilities in My Bank formerly merged in

I preformed the duties in My Bank Head Office Karachi, Rawalpindi Branch, and Mardan Branch

- To perform Teller duties in front office and bank
- To solve the problems of walking customers
- To make the remittances transactions in My Bank software
- To receive the data from Abu-Dhabi HO and handed over to respective branches of My Banks
- Preparing and Managing the Bank A/C's Position and Debtors/Creditors Position
- Preparing monthly management reports, Income reports, Expense Reports etc

## TECHNICAL COURSES

**Certificate in MS-Office** (InfoTech Institute of Computer Science-2002)

**Diploma In Computer Science** (Government Commerce College Peshawar-1997)

## LANGUAGES

Language	Speaking	Reading	Writing
English	<b>Intermediate</b>	<b>Excellent</b>	<b>Excellent</b>
Urdu	<b>Excellent</b>	<b>Excellent</b>	<b>Excellent</b>
Hindko	<b>Excellent</b>	<b>Excellent</b>	<b>Excellent</b>
Punjabi	<b>Excellent</b>	<b>Excellent</b>	<b>Excellent</b>

## PERSONAL DETAILS

Date of Birth: 1st Mar 1978

Sex: Male

Nationality: Pakistani

Religion: Islam

Marital Status: Married

NIC No: 17301-5981988-5

## REFERENCES

Provided if needed