SYED MUHAMMAD RAZA ZAIDI



House # B. 22, Survey # 329, Jaffar-e-Tayyar, Karachi, Pakistan.

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CAREER OBJECTIVE:

To work for a prominent and dynamic organization where I can apply my skills and professional knowledge to attain the organization's vision; I believe that helping the organization grow will also facilitate my learning and career growth

EDUCATION:

- Masters (MBA) in Marketing from IQRA University Main Campus
- Bachelors (Commerce) from Government Commerce Collage & Economics
- Intermediate (Commerce) from Government Degree Science collage
- Matriculation (Science) from Hassan Academy Secondary School

PROFILE:

- Good learner and a competent team player with high professional skills
- Eager to take challenges and handle pressure in all sorts of work environments
- Ability to adapt to situations to meet deadlines and business objectives
- An effective communicator who can facilitate cross-departmental functions
- Creative and visionary thinker with good leadership skills

WORK EXPERIENCE:

Meezan Bank Limited
Senior Officer – Trade Based Money Laundering Analyst
Centralized Processing Unit – Compliance (Head Office)

29 December 2021 – 09 February 2022

- Monitor and analyze trade transactions, including imports, exports, and Letters of Credit, to identify potential TBML risks
- Conduct in-depth investigations and reviews of suspicious transactions
- Collaborate with internal stakeholders, including Relationship Managers and Compliance teams
- Develop and maintain reports, dashboards, and other tools to support TBML risk management
- Stay up-to-date with changing regulations, industry trends, and best practices in TBML detection and prevention
- · Develop and maintain effective working relationships with internal and external stakeholders
- · Identify and report potential TBML risks to senior management and relevant authorities

Management Trainee – Foreign Trade Officer Centralized Processing Unit – Export (Head Office)

- Good understanding of international trade process
- Understanding of Import and Export shipment documentations and practices (Bill of lading, Goods Description, Proforma/Commercial Invoice, E/I form/Weboc, FCL/LCL, CY-CY etc)
- Scrutiny of the Documents
- · To make sure Goods Description (GD) is verified
- Processing of Local and Foreign documents against and DA/DP/AP
- Preparing a Schedule for dispatching the Documents
- Endorsement of Draft, Bill of Lading to respective customers
- Maintaining of daily customer payments sheet according to foreign currencies and exporters funds
- Prepare daily activity reports and making full MIS including outstanding bills to each customer
- Daily customers funds marking from activity sheet receiving in our foreign currency accounts
- Informing and crediting customers regarding their payments received in our foreign currency accounts
- Process of export advance payments funds in customers' accounts
- Follow up of customer's emails in order to effective correspondence
- Branches emails follow up and process of advance payments in order to effective correspondence
- Follow up customers and addressing their queries
- Lodgment and process of FDBC documents

Health Television
Marketing & Brand Intern
Job Responsibilities

01 September 2013 – 31 Dec 2013

- Managed social media networking of Health Television
- Proposed promotional strategy of Health Television's Program named as TIB-E-NABVI (SAWW)
- Proposed promotional strategy of Health Television's research product named as NUTREE LIFE
- Participated on Campus Branding of Health Television

PROJECTS AND REPORTS:

- Thesis on Performance Measurement System and Its Impact on Sales Force
- Project to launch a new product named as Marco Polo Bus Service for Principle of Marketing course
- · Report on Impact of Rate of Interest on Private Domestic Investment for Business Economics course
- Report on Impact of Increase in Price on FMCG Brand Loyalty for Research Methodology course
- Marketing plan to re-launch of a failed product named as Maxwell Coffee for Marketing Management course

TECHNICAL COURSES:

- Currently enrolled in Governor Sindh Initiative for GenAi, Web3 & Metaverse
- Appointed as a Senior Student and a Teacher Assistant based on performance

TECHNICAL SKILLS:

- TypeScript/JavaScript Language
- Python Language Jupyter Notebook
- Next.js & React

EXTRA CURRICULAR:

- Delegate handler of Iraq in International Defence Exhibition and Seminar IDEAS at Expo Centre Karachi by Defence Export Promoting Organization
- Attended Leadership Conference at pearl continental hotel Karachi conducted by Youth Parliament of Pakistan
- Attended First Youth National Energy Conference at regent plaza Karachi conducted by Youth Parliament of Pakistan

PERSONAL STATISTICS:

Father's Name : Syed Asif Raza Zaidi

Date of Birth : March 19th 1990

Place of Birth : Karachi, Pakistan

Nationality : Pakistani Marital Status : Single

Home Phone : 0213-4401801 **N.I.C** : 42501-6390773-7

REFERENCE:

As per your demand