

# Mehtab Haider Kazmi



E.Mail: [mehtabkazmi58@hotmail.com](mailto:mehtabkazmi58@hotmail.com)

Contact # +92- 300-6008321/+924235184215

House # 215-K3 Wapda Town Phase I, Lahore

## Key Skills:

- Can maintain bank accounts, reconciliation, correspondence & bank dealings for the firms
- Can manage personnel of the organization and have strong administrative skills
- Can maintain firms accounts & handle other matters
- Proficient in computer operations (Mysis software, JRC reports & prints, Financial and non-financial data)
- Exceptional communicator.
- In-depth knowledge of banking industry trends and various banking activities.
- Project management qualities.
- Ability to coordinate with team members to achieve objectives
- Excellent decision-making and problem solving skills.
- Demonstrations, Trainings and coaching skills.
- Compliance, Risk management and regulatory skills.
- Effective leader ship skills.
- In-depth knowledge of banking industry trends and various banking activities.
- Performance appraisal skill.
- Strong interpersonal skills.

**Professional Experience & Overview:** 34 years' experience of banking & other industries and latsly retired as Manager Services and Tellers at HBL PU New Campus, Lahore. Summary of overall experience is given below;

- 27 years and 7 months at Habib Bank Limited - (06-02-1991 to 04-09-2018)
- 1 year and 8 months as Accounts Assistant at Ministry of Local Government and Rural Development, Islamabad - (04-06-1989 to 04-02-1991)
- 4 years and 7 months as Science Instructor of Matric and Intermediate students at Day and Night Sargodha Degree College (Boys and Girls) - (10-05-1980 to 31-12-1984)
- Tutorship Allama Iqbal Open University MBA Course Business Communication. Lectureship MBA Regular & MBA (COL ) Common wealth learning programe Allama Iqbal Open University Study center Faisal town Lahore .Courses ( TQm, Production & Operation Management)

## Work Description

1. **Domestic Banking:** 17 years and 4 months experience of Domestic conventional banking as Branch Manager, Operations Manager, Manager Services and Teller, Operations Officer/CSO

(services ATM card delivering matters), Departmental Head of Retail Banking Group and experienced in compliance regulatory matters like opening of accounts under KYC/AML, CFT/FATCA.

- 2. International Banking:** Competent in general and international banking dealings with all kinds of foreign currency account openings i.e USD, GBP, EUR, and all other International currencies. Exchange Rate Mechanism, Treasury dealing, opening of Foreign Currency accounts, foreign remittances, FDD / FMT / FTT inwards and outwards.

## **Education:**

- **MBA**, Financial Management
- **Post Graduate Professional Certificate in Banking Management**
- **B.Sc**, Basic Sciences

## **Professional education &certificates / trainings/ courses:**

- Domestic & International Banking Trainings from Habib Bank Limited Training Institutes Islamabad.
- Six Months Domestic/General Banking & Three Months On job International Banking Training.
- Seminars , courses-5 days training of Mysis software implementation at HBL plaza karachi,26/12/2005to 30/12/2005
- Basics of international banking
- Service management program
- Effective selling skill
- Trade finance, operations
- International banking operations
- Course on customer care
- Money laundering awareness program
- Teller supervisor refresher program, 13-risk base KYC (data capturing field training )
- Foreign account tax compliance act (FATCA)
- Gender diversity program
- AML/KYC version 2 training program1
- The power to change
- Time management
- Change innovation and opportunity
- Effective business writer,5-power speaking
- Are youlistening,7-negotiation
- Your road to success,8- goal setting in the workplace
- High impact visual aids
- Managing information overload
- AML Pakistan, 12-Isecure HBL
- Fair treatment to customer (FTC)
- Operations processes series cash handling

- GFIF, Global forum on Islamic finance, 3 days seminar march 10-12 2014, PC Lahore under COMSATS University

### **Awards and recognition:**

- 10 years completion HBL service award. Certificate of recognition (Silver pin & cash prize)
- 20 years completion HBL service award certificate of recognition (Silver plated shield & PKR 0.050 cash.)
- 25 years completion HBL service award certificate of recognition (Silver& gold plated shield & PKR 0.100M cash)
- Celebrating 75 years of HBL banking excellence award (1941-2016)