

Nabeel Haneef

Senior Officer, Policy & Procedure



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Nationality: Pakistani

Age: 32 | Gender: Male

Marital Status: Married

To contribute towards the growth and development of a dynamic organization through optimum utilization of my personal abilities and allowing further development of knowledge and professional skills by moving in organization.

KEY SKILLS

Compliance Management | COSO & Control Testing | Risk & Control Self Assessment | MS-Office | Risk Nucleus System

PROFESSIONAL EXPERIENCE

Allied Bank Limited Group • Lahore, Pakistan

Senior Officer Policy & Procedure

Oct 2022 – Present

- Review bank wide full scope documents and as well as Interim documents.
- Review documents and ensure that all regulatory, internal and audit observations are well covered.
- Ensure that documents process flow charts align with procedure details.
- Document shared with all concerned stakeholders to take their feedback.
- Summary of changes and amendment summary details maintained for each review document.

Allied Bank Limited • Lahore, Pakistan

Officer COSO & Control Testing

Feb 2017 – Sep 2022

- Develop / Update process flow charts from documented process for new/ updated processes.
- Preparation of change logs for revised document
- Coordinate with other groups, compliance Coordinators to validate and develop process flows charts.
- Liason with external auditors and regulators for matter relating to process flow documentation
- Conduct RCSA by developing bank wide Risks and Controls
- Developed RCSA base questionnaires and validate them through relevant Group
- Monitor / Oversight of overall Internal Control mechanism of the bank vis conducting Entity Level Controls (ELC)
- Development and maintenance of entity wide Compliance Risk Inventory (Regulatory & Internal) and performing compliance reviews on periodic basis.

Allied Bank Limited • Lahore, Pakistan (Hiring Through Third Party)

Project Officer Compliance

Sep 2015 – Jan 2017

- Screen the new customer from Office of Foreign Assets Control (OFAC) and United Nation Security Council (UNSC) SDN Lists.
- Review the customer and their related parties' nature of business to monitor customer activities for unusual transactions
- Ensure Client documentation is timely, accurate and complete and events properly documented.
- Fully investigate and analyse results screening for Negative News and Politically Exposed Persons, ensuring comments and classifications are recorded, together with a recommended course of action.

- Monitoring of existing and reassessment of documentation through software (FCCM) generated customers against prescribed entities with the soft of other soft ware's e.g. T24 & MIS.
- Monitoring on standards and regulation.

EDUCATION

University of Education, Lahore, Pakistan • **M.Sc. Information Technology** **2014**
Punjab College of Commerce, Lahore, Pakistan • **B.Com** **2012**

LANGUAGES

English , Urdu