

Qurratul-Ain Nawaz

Objective:

1. To work in a progressive environment where I can contribute in the sustainable development and growth of the organization in the competitive scenario through hard work and intelligence and make a positive impact while continuously learning and growing.

PERSONAL DATA:

Father Name:

Nawaz Ahmed Awan

CNIC No:

17301-8267341-8

Domicile:

Peshawar (Khyber Pakhtunkhwa)

Nationality:

Pakistani.

Postal Address:

H. No. 74, Street# 3, Professors Colony, Peshawar University

Contact#

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Email:

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EDUCATION:

M.SC Economics:

Peshawar University.

B.Sc.

Frontier College for Women.

Work Experience:

November, 2010 till December, 2023 – Assistant Vice President

The Bank of Khyber Main Corporate Branch Peshawar Cantt

Major Responsibilities

- To supervise the trade finance department (Imports and Exports) including responsibilities of scrutinizing/inspection of Import/Export Documents & examination of import LCs. To highlight the risks involved in every international trade related transaction. To make sure that the compliance of SBP regulations are met. To ensure that systems and procedures of the department are in accordance with basic so that risks are at minimum level.
- Ensuring that LC, Contracts, Reimbursement, Certification of E-Form and amendments are not in any way violating State Bank of Pakistan Foreign Exchange Manual, Import and Export policy, ICC publication UCP 600, URR 725 and URC 522 for smooth processing and Time saving
- Respond all queries related to Trade Finance
- Prepare and supervise all Returns related to Trade Finance for Head Office & SBP.
- Handling Customers related issues pertaining to Trade.
- Well Managed Import Business portfolio of Rs.15,000 (million)

**Jan 2008 till November 2010 – Operation Manager
NIB Bank Ltd – University Road Branch, Peshawar.**

Worked as an Operation Manager at NIB Bank Ltd- University Road branch Peshawar..
Job responsibilities includes overall supervision of the branch, focusing on curtailing the branch Expenses to increase revenue, managing and monitoring the operation Staff. Also to ensure the Effective internal and external audits with special adherence to KYC and penalty items.

**Dec 2005 to Jan 2008 – Assistant Manager (Foreign Trade)
NIB Bank Ltd Peshawar Cantt**

Worked as a Trade Manager & Manager Operations.
Overall supervision of Operations activities of the branch and also Managed Trade Dept at the same time..

**March 2000 to December 2005 (Operations & Foreign Trade)
Soneri Bank Ltd., Saddar Road Branch**

Banking Operations, Account Opening, Local Remittances, Foreign Trade, Foreign Remittances.

PROFESSIONAL COURSES Attended following Trainings conducted by SBP,
Soneri Bank, NIB bank and Bank of Khyber

- UCP 600 & URC 522
- Practical Trade Services
- Basic Foreign Exchange
- SWIFT (Conducted by American Express bank in Islamabad)

PERSONAL STRENGTHS

- Excellent Organizational and Analytical Skills
- Emphasize on Efficiency and Quality
- Self motivated and Ambitious
- Multi-Tasking Skills

REFERENCES

Will be provided upon request