

**Father's Name**

Farid Mian Qureshi

Date of Birth:

31/07/1989

Nationality:

Pakistani

Marital Status:

Married

Contact

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(LinkedIn)
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Naveed Mian Qureshi

An experienced professional, always eager to learn more, open to exploring new career dimensions, and never been shy of failure. The pursuit of new opportunities is not driven by dissatisfaction with current employment, but by a desire for a stable career path with appropriate growth.

Experience

House Building Finance Co. Ltd

Assistant Manager (OG-II)

- **Internal Audit, Head Office.**

Karachi, Sindh, Pakistan

November 2023 – Till Date

- Maintaining up-to-date knowledge of industry trends, regulatory changes and best practices in internal audit
- Assisting in finalizing Internal Audit Plan for the period
- Analyzing and evaluating internal controls, identifying and providing recommendations for improvement
- Utilizing data analytics (charts, pivots, dashboards etc.) to enhance efficiency and effectiveness of audit procedures
- Performing detailed financial, procedural and operational audits to ensure adherence to organization policy, procedures and regulatory requirements
- To prepare comprehensive audit reports, including findings, conclusions and recommending corrective measures
- Continuously follow-up and monitor implementation of audit recommendation for unresolved or partially resolved findings of previous audit reports.
- To assist in presenting audit findings to senior management

- **Regional Coordinator ORM - Operational Risk Management**

Hyderabad, Sindh, Pakistan

April 2023 to November 2023

- Additional charge given in addition to own duties
- To train staff in branches regarding how to identify and report risks
- To gather received data from region and; to compile and forward for onwards reporting

Top Skills

- o Highly Inquisitive
- o Team Management

Certifications

- o Introduction to Robotic Process Automation (RPA) by UiPath
- o Learning Python Basics by LinkedIn
- o Programming Foundations: Fundamentals by LinkedIn
- o Advanced MS Excel by Pakistan Institute of Management (PIM)
- o Strategic Planning Foundations by LinkedIn
- o Financial Accounting Foundations by LinkedIn

- **Branch Office Operations**

Hyderabad, Sindh, Pakistan

January 2017 to November 2023

- Customer support and complaint management
- Facilitating mortgage financing and related operations & procedures
- Internal branch operations ,reporting and coordination
- Collection and Recovery management procedures; including notices, auctions, court cases or other legal proceedings

- **MTO – Management Trainee Officer**

Branch Office, Hyderabad & Head Office, Karachi

November 2015 to December 2016

- Went through extensive in-class training at head office, Karachi and on-job training at Branch office, Hyderabad regarding different operations, procedure, prudential regulations and statutory requirement

MCB Bank Ltd

TSO (OG-IV)

- **Branch Banking**

Hyderabad, Sindh, Pakistan

December 2014 to November 2015

- To perform branch operations including account opening, updation of KYC, performing checks for AML / CFT, FATCA
- To provide customer support services, dormant / inactive account re-activation.
- To perform deposits, withdrawals, sorting and balancing of cash in hand with ledger report.
- To perform clearing of same or interbank cheques.

Education

- o **University of Sindh** (2012 - 2015)
Master of Business Administration - MBA, Finance
- o **APTECH Pakistan** (2007 - 2008)
CPISM - Certificate of Proficiency in Information and System Management
- o **ICAP - Institute of Chartered Accountants of Pakistan**
CA – Foundation (2009 - 2011)