

Syed Ghais A. Rehman

Abu Dhabi
United Arab Emirates.

RESUME'

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CAREER PROFILE:

An innovative and results oriented trade finance professional with a history of progressively responsible positions; always focuses on achieving exceptional results in highly competitive environments that demands continuous improvement. Highly skilled in Trade Finance, Treasury Operations, Financial analysis, rules and regulations, account reconciliation, relationship management and performance improvement and operations, rich experience in the banking operations for over 10 years, always ensure that clear objectives and expectations are delivered and maintained. Understanding of operations management and business development combines excellent interpersonal and communication skills with proven expertise in the leadership, training and development of cross-functional teams.

TERTIARY QUALIFICATION:

M.Sc. (Business Management), 2011
Newcastle Business School, Northumbria University (United Kingdom)
Specialization in Supply Chain Management
Masters of Public Administration – 2006
University of Karachi, Pakistan
Bachelor of Public Administration – 2005
University of Karachi, Pakistan
IELTS - achieved an overall 8 Band in IELTS (General)
November 2017

AWARDS & RECOGNITIONS:

- Honoured with 'Outstanding Employee' award from the department for last 2 consecutive years
- Credited for receiving 'Appreciation Award' for processing most number of SWIFT messages within a day in July 2014
- Credited for receiving 'Appreciation Award' for managing department single handed for a week in August 20
- Won 'Employee of the Month Award' for the month of February 2011 and August 2012 from KFC (GB) Limited
- Acknowledged as 'Employee of the Year 2007' along with cash prize from Bank Alfalah Limited

PROJECTS' WORK SUMMARY:

Organisation	Responsibilities
1. Intesa Sanpaolo S.p.A. United Arab Emirates 12/2015-present	Assistant Manager Operations – Trade Finance and Treasury Operations <ul style="list-style-type: none">- Structuring proposals and drafts of import/export documents to suit client needs, banks targets, negotiation and follow up of designated client business.- Managing documents handling, like import and export documents as well as availsation and discounting of such documents, collecting payments and its relevant charges.- Managing concurrently other revenue units like treasury operations, settlements and foreign guarantees.- Reconciling the transactions and monitoring the inflows and outflows as per the AML regulations.
2. United Bank Limited United Arab Emirates 06/2013 – 12/2015	Unit In charge – Remittances and Corporate Relationship <ul style="list-style-type: none">- Responsible to facilitate efficient processing of accuracy of transactions processed, while ensuring compliance with the Bank's policies and procedures- Analyse market, consumer behaviour & business trends while developing potential customers. Plan and conceptualize various strategies to achieve business, keeping in

		<p>mind growth in business volumes and profitability while analysing cost effectiveness and competitor strategies</p> <ul style="list-style-type: none"> - Apply sharp leadership capabilities to demonstrate excellent teamwork skills in a busy environment, such as an ability to listen to clients, managers and support colleagues, resulting in awards
3.	<p>KFC (GB) Ltd. United Kingdom 02/2010- 02/2013</p>	<p>Team Leader</p> <ul style="list-style-type: none"> - Hold the distinction to raise sales by up selling add-on packages to new and existing customers. Developed plan to get the best productivity from the Unit team by effectively distributing the work within the team. - Oversaw the smooth operations of inventory management, delivering the best from the team, materials management and purchase ordering as per company policies - Efficiently conducted survey to adjudge levels of satisfaction of customers with service rendered by KFC - Assisted in implementing new business development plan, which includes calling on customers and prospects while enhancing the KFC's image in the community
4.	<p>Royal Mail (UK) Ltd United Kingdom 10/2012- 12/2012</p>	<p>Data Evaluation Officer – Part Time</p> <ul style="list-style-type: none"> - Demonstrated exemplary expertise in ensuring the data was obtained on regular basis
5.	<p>NBS, Northumbria University United Kingdom 05/2011 – 07/2011</p>	<p>Research Assistant</p> <ul style="list-style-type: none"> - Played an integral role in data collection from a wide range of sources and feeding the same for a research paper - Accredited for effectively addressing operational issues and resolving performance bottlenecks
6.	<p>Bank Alfalah Limited Pakistan 11/2005 – 09/2009</p>	<p>Manager Operations Branch Banking</p> <ul style="list-style-type: none"> - Recognized as a hands-on, proactive professional who can rapidly identify problems, formulate tactical plans, initiate change and implement effective programs in challenging and diverse environments. Proved instrumental in dealing with enquiries and working with range of teams to manage different financial problems.

COMPUTER SKILLS:

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- SWIFT Interface
- Irion DQ
- AS 400
- T20 (Teminos)

PERSONAL:

Marital Status: Married

Interests: Travel, Teaching, Reading, Music.