



Asif Jawad

Banker

Experienced in Bank and Financial Institutions, specialized in Retail & SME Banking as well as Branch Operations & Services. I am team player with a vision towards success.

Experience

2021-At Present

LankaBangla Finance PLC | Dhaka, Bangladesh

Principal Officer, Branch Retail & SME Division

- Provide responsive service by using skills for a delightful customer experience.
- To handle customer complaints in a positive manner and convert complaints into service improvement opportunities.
- Ensure effective processes and controls are in place with clear responsibility and accountability for the prevention of money laundering, misrepresentation, fraud, and customer protection in line with the policies and standards.
- Ensuring all operational tasks are aligned with company's policies, regulatory laws and guidelines.
- Provide operational support to the branches in the area of AML & CFT communication.
- Keep an eye on high-risk customers and reporting any suspicious transaction to the regulatory authorities.
- Preparing monthly Cash Transaction Report, Potential Risk Report, Petty Cash Bank Reconciliation as well as maintaining Departmental Control Function Checklist.
- Checking all source documents while account opening and authorize for further processing.
- Issuance of TDR (Term Deposit Receipt) as well as ensuring smooth encashment process.
- Provide Settlement calculation, NOC, Partial Payment, Vehicle Transfer Documents as well as ensuring death claim settlement are in order.
- Achieved Branch yearly targets on assets and liabilities.
- Provide Tax Certificate/Balance Certificate of Asset and Liability products.

2016-2021

Standard Chartered Bank | Dhaka, Bangladesh

Business Development Officer, Employee Banking, Retail Division

- Onboarding new companies to expand payroll accounts and business.
- Maintain liaison with internal stakeholders to process day-to-day tasks.
- Handle customer queries and provide feedback.
- Maintaining liaison with existing clients and new clients.
- To achieve monthly targets on Account opening, Credit Cards and Assets (Personal loan, Auto loan & Home Loan).
- Provide day-to-day different banking services to clients.
- Extensive visits to external stakeholders to carry out the business procedures.

Education

2019-2021

American International University-Bangladesh | Dhaka, Bangladesh

Executive Master of Business Administration

CGPA: 3.70/4.00

2012-2016

American International University-Bangladesh | Dhaka, Bangladesh

Bachelor of Business Administration (Major in Accounting & Finance)

CGPA: 3.84/4.00

2009-2011

Dhaka Commerce College | Dhaka, Bangladesh

Higher School Certificate (H.S.C)

CGPA: 4.50/5.00

2007-2009

BG Press High School | Dhaka, Bangladesh

Secondary School Certificate (S.S.C)

CGPA: 4.69/5.00

Contact

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Dhaka-1205, Bangladesh.

Skills

- Experts in Sales and Marketing.
- Experts in Operations and Administration.
- Good at Report Writing and Presentation.
- Fluent in Bengali & English language in both writing and speaking.
- Experts in Microsoft Office and Business Communication.
- Experienced in Retail Banking & Branch Banking.

Language

- English
- Bengali

Computer Skills

- Microsoft Office
- Internet Browsing
- Email Communication