



Tabish Iqbal

Assistant Manager Reconciliation

A dedicated and self-motivated professional who enjoys being a part of successful and productive team. Quick to grasp new ideas, concepts, to develop innovative and creative solutions to the problems. Possesses excellent interpersonal, communication and negotiation skills and the ability to develop and maintain mutually beneficial internal and external relationship and thrives in highly pressurized and challenging working environments.

Contact

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Email

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Address

FB Area Karachi Pakistan

Education

2021

Bachelors in Commerce

Allama iqbal open University karachi

2016

Intermediate in Commerce

Intermediate board karachi

Expertise And Skills

- MS Office include MS Word and Excel
- KM (Knowledge Management) database
- Symbol 8.5
- Euro Net
- H Plus
- Time Managment
- Auto Banker

Language

English

Urdu

Experience

2023 To Present

Al Baraka Bank Limited (Head office Karachi)

Assistant Manager Reconciliation

Performing Inter-bank ATM Reconciliation/settlement of ATM withdrawal, IBFT, UBPS, OTC transactions as per the bank and regulatory requirements, managing all transactions related settlement and reconciliation issues and ensuring the proper handling of compliance and audit principles. Maintaining strong coordination with 1-Link and Euro-Net for swift resolutions of the outstanding issues being faced during the settlement and reconciliation.

Performing the Reconciliation of SBP RAAST Reconciliation.

Performing the Reconciliation of Master Card Local and International transactions settlement and reconciliation.

2021-2023

HBZ Services (SUBSIDIARY OF HABIB BANK AG Zurich)

Officer Reconciliation & settlement

Settlement & Reconciliation of VISA Card transactions for Kenya & South Africa.

Doing Reconciliation Of Nostro Accounts.

Prepare Credit & Debit vouchers of UAE Switch & VISA Card Transaction and send to concern teams.

Handle customer's dispute against Visa, related Transactions.

Settled the Visa Invoices of Each Months.

Maintain Required files, Reports, and data.

Queries of Reconciliation to be responded to concern with-in TAT Corresponding with the concerned Stake Holders for the Outstanding entries Any Other assignment assigned by the Management from time to time.

2017 - 2021

Faysal Bank Limited (Faysal house Head Office)

Officer Reconciliation & Settlement

Ensuring operational procedure for Faysal Bank ATM and POS through MASTER card, CUP (china union pay) Card and PAYPAK card.

Also Reconciling P2G through OTC.

Complete Adherence to FBL's SOPs Full compliance with SBP and other regulatory requirements.

Queries of Reconciliation to be responded to concern within TAT.

BTF (Other Banks).

Credit Balance Refund

IBFT (Other Banks)

Utility

PO Correspondence, Self-Pick, PO Return, PO Return queries (cancellation & redispach)

Resolve Customer complaints regarding PO, IBFT, Utilities, BTF, Credit Bal. Refund pay orders.

Co-Ordinate with different Departments of the bank for smooth processing of request