

Wasim Razzaq

Remittance Operations Coordinator

Results-oriented Operations professional with proven experience in strategic planning & execution. Highly motivated and goal-driven, seeking to contribute my skills to your team. Eager to leverage my expertise to achieve company objectives.



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☎ 0545256940

📍 Dubai, United Arab Emirates

WORK EXPERIENCE

Remittance Operations Coordinator Horizon Remittance Ltd

01/2024 - Present

Dubai, UAE

Achievements/Tasks

- Assist in cash flow forecasting to optimize working capital.
- Coordinate with internal teams to manage fund transfers and intercompany settlements.
- Prepare and maintain treasury reports including cash flow statements and funding reports.
- Support month-end and year-end treasury-related accounting processes
- Processed high-volume money transfers to banks across multiple corridors, including India, Philippines, Nepal, Bangladesh, Sri Lanka, and Pakistan.
- Managed daily currency rate updates within the remittance system.
- Monitored transaction statuses, identified and resolved discrepancies to ensure accuracy and timely processing.
- Proactively identified and reported suspicious activity in accordance with compliance protocols.

Retail Operations Manager Boss Furniture Pakistan

01/2020 - 11/2023

Lahore, PK

Achievements/Tasks

- Managed all backend retail sales operations for Pakistan outlets.
- Oversaw the hiring, training, and supervision of store managers and staff.
- Established and monitored sales targets and budgets for each retail location.
- Analyzed sales data and inventory levels to optimize store performance and profitability.

Officer Customer Services Bank Alfalah Limited

10/2018 - 12/2019

Lahore, PK

Achievements/Tasks

- Resolved customer complaints and issues efficiently using the CMU system.
- Facilitated early settlement processes for auto and personal loans.
- Managed credit card deactivation procedures for customers.
- Handled the distribution of vehicle registration books and number plates to customers.

SKILLS

Customer Services

Payment Processing

Financial Regulations

KYC & AML

Compliance

Team Work

Due Diligence

EDUCATION

Master in Business Administration (MBA) Superior University

04/2017 - 08/2018

Lahore, PK

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Travelling

Badminton

Photography

Serve The Humanity