

# SAMIULLAH FAROOQ



Key Skills: **CDD & KYC | Client Onboarding | Central Bank Reporting Internal Control | FATCA & CRS Compliance | Risk Assessment**

Contact: **+974 7043 7125** | Email: [samisarbazi@yahoo.com](mailto:samisarbazi@yahoo.com) | Location: **Qatar - Doha**

Availability: **Immediately available.**

LinkedIn: <https://www.linkedin.com/in/sami-ullah-farooq-963954aa>

## Profile Summary

Experienced professional with over 10 years in banking operations, compliance, and client onboarding. Proven expertise as a Coordinator, Accountant, KYC & AML Analyst, and Client Onboarding & CDD Analyst. Skilled in regulatory reporting, customer verification, risk assessment, sanction screening, and ensuring compliance with AML, KYC, and enhanced due diligence (EDD) standards for high-risk customers.

Committed to delivering high-quality service and supporting organizational goals through continuous learning and professional development.

## Work Experience

### **JS Bank Limited Pakistan**

**May 2021 to Nov 2024**

Operations Officer Account Services Unit Core

Responsibilities

- Scrutinized account opening forms and other relevant documents as per bank internal and central bank policy in terms of AML / CFT guidelines.
- Reviewed CIF, CDD, KYC and other risk marking factor of customer through T-24 system.
- Coordinated with branches and compliance division for opening of high risk and PEP accounts.
- Updated the status and shared reason for rejection if any via WRA and JSMS system.
- Ensured unit activities align with bank policy, legal and regulatory requirements.
- Activated dormant accounts with proper documentation as per guidelines.
- Closed account with proper documentation as per guidelines.
- Prepared financial / internal reports in the light of finance and Central Bank of Pakistan guidelines.
- Reported daily, fortnightly, monthly, quarterly and half yearly and yearly regulatory data to the Central Bank of Pakistan via finance and compliance department.
- Collaborated with ITD and other internal departments for collecting and preparation of data.
- Performed data cleansing task on daily basis.
- Accepted additional assignment from the unit manager.

### **Bank Alfalah Limited Pakistan**

**Feb 2021 to Apr 2021**

Officer CAO MIS & Corporate Payroll Accounts Unit Core

Responsibilities

- Scrutinized the account opening forms as per regulatory and internal requirements.
- Marked the discrepancies on work flow as and when required.

**JS Bank Limited Pakistan**  
Officer Account Services Unit  
Core Responsibilities:

**Jul 2018 to Feb 2021**

- Prepared FE-25 deposit report on daily basis.
- Prepared daily reports like data recall, closure and other internal reports.
- Ensured the compliance of all the internal as well SBP regulations during the processing and scrutiny of AOF.
- Checked KYC of accounts on CBS and verify information which provided by customer.
- Performed user acceptance testing and BCP.
- Kept strict record of original documents which receive from branches.
- Worked closely with other members of the team and acted as backup in case of leaves.

**Standard Chartered Bank Limited Pakistan**

**Apr 2013 to Jun 2018**

As a contract of "Data Runner Pvt. Ltd" And "Future Matrix"

Data Entry Officer Vault Management Unit

Core Responsibilities:

- Maintained MIS for Account Opening Forms and amendments received from branches.
- Prepared escalation MIS reports using the e-Ops system.
- Generated and stored reports in designated locations for proper documentation.
- Reconciled and verified received documents through scanned images and e-Ops reports; escalated discrepancies to branches.
- Responded to branch queries via email and phone regarding document submissions.
- Archived all types of customer account amendments in the e-Ops system. Physically extracted and indexed closed accounts, updating records in MIS.
- Scanned and authorized original customer documents, including account opening forms, signature specimens, and service requests.
- Utilized DIAS database software for record management and data entry.
- Managed paperwork, filing, labeling, and sorting of documents to ensure organized access and retrieval.

## **Education**

**Graduation**

**2017**

- From University of Karachi.  
B.A (Economics)

## **Skills and Interest**

- Good communication and presentation skills and always willing to learn new.
- Good command in MS Excel and proficient in computer applications.

## **Personal Details**

Father Name	:	Farooq		Marital Status	:	Single
Date of Birth	:	28 <sup>th</sup> -FEB-1991		Language	:	English and Urdu
Nationality	:	Pakistani				