



# MUHD KHAIRULLAH BIN ABDUL MUTALIB

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## WORK EXPERIENCES

### HSBC Data Processing MY

Executive |Middle Office Operation | 2022-2023

- Trade matching via CTM by sending mails and calls client (Royal London, Rathbone, QBE,CCLA )and brokers.
- Following up of queries with clients/brokers/custodians to ensure prompt resolution.-Confirm accurate and timely update of all transaction over CTM system to ensure deadlines are met.
- Monitor trade matching process, ensure all exceptions fully resolved with client/broker and any issues are fully documented within the system.
- Resolve mismatches and exceptions and release SWIFT instructions (MT540-MT543)
- Matching of security trades based on details received from client and broker/counterparties.
- Assist Month end task and ensure completion on timely
- Providing Training and guidance to new joiners

### Bank Simpanan Nasional

Banking Operation (Teller) | 2016-2022

Provide courteous, fast, and efficient service in building a friendly rapport with customer, support day-to-day branch operation, monitor banking hall environment and queuing system.

6 years' experience in providing excellent customer service, handling customer transactions, referring credit products, reporting, balancing cash drawers, assist team leader in managing the branch performance and involve directly in replenishment of ATM and CDM.

Involved in the main migration of system (Core-Banking) that has been executed on 31st of August 2018

Follow up customers complaints or dispute until it has been solved and ready to be filed, involved in rebranding of bank and currently assisting the new system migration CCO.

Monitor on the AMLA/CFT on daily work analyze on-going transactions of AML/CFT

Implemented and maintained appropriate KYC and screening.

### Crsytal Crown

Human Resource Assistant | 2016

- Engage in recruitment for new hire mainly on interview process, prepare offer letter, confirmation letter,transfer letter and promotion letter for employee,
- Arrangement of meal coupon for employee.
- Engage in KPI and prepare the employee rising award of the month

## EDUCATIONAL BACKGROUND

### Diploma in Human Resources

2015

Kolej Universiti Poly-Tech Mara (KUPTM) Kuala Lumpur,MY

## ABOUT ME

An experienced employee in banking and finances fields, 7 years numerous skills pick up from experiences.

I believe that my knowledge will be of value to your organization. I am also interested to accept any other position offered to me by the company because it will be an opportunity for me to learn new things and gain experiences.

My skills sets for 6 years surely can brings good things and fortune for your company.

## LANGUAGES

Malay

- Written
- Spoken

English

- Written
- Spoken

## SKILLS

- Banking & Finance
- Customer Service
- Account Payable & Account Receivable
- Amla/CFT & KYC
- Cash Balancing
- Team Management
- ASNB/SSM/Remittances
- Time Management
- Microsoft Office 365

## REFERENCES

Name : Rohani Binti Md zin

Designation : Branch Manager

Company : Bank Simpanan Nasional

HP No. : 017- 2925390