Mustafa Rahimi

Banksidar Street, Pole sorkh, 6th District, Kabul, Afghanistan mustafa.rahimi94@gmail.com

+93795786066

# Qualiﬁcations

12/2009 - 12/2013 Kabul University

*Finance and Banking*

9/1998 - 9/2009 Sayed Ismail Balkhe High School

*High School Diploma*

# Experience

1/2017 – 05/2019 Afghanistan International Bank

*Operation (Static Data) Senior Oﬃcer*

1. Responsible for all data entry of AIB customers.

 2. Recognized as best customer service focal point.

 3. Act as help desk and advising other section with respect to resolving issues

 4. Organize meetings and help senior management with preparing meeting minutes. 5. Organize trainings for AIB branches regarding data entry and AML/CFT.

 6. Responsible for replying to annual audit reports.

7. Coordinate with compliance department for implementation of AML/ CFT regulations.

8. Ensure department daily activities are ﬁnished within cut off time.

 9. Assist department manager in data entry quality control and managing daily activities.

 **Outcomes:**

1. Signiﬁcant improvement in data quality (data completeness, data accessibility and accuracy of data)

 2. Best Focal Point for AIB branches

 3. Signiﬁcant improvement in implementation of AML/ CFT regulation by AIB branches.

1/2015 - 12/2016 Afghanistan International Bank

*Operation (static data) oﬃcer*

1. Review and maintain new corporate and private accounts in system.

 2. Issue cheque books in ﬂexcube.

 3. Review and process oﬃcial letters of customer.

4. Block amounts in system.

 5. Placement and removal of no debit and no credit

6. Create cash cover accounts.

 7. Reply to branches email and phone calls and solve their problems.

 **Outcomes:**

1. Recognized as best employee in 2015 and promoted as senior oﬃcer.

1/2015 - 12/2018 ATR Consulting

*Freelance Translator*

1. Translate Dari/Persian audio files to English.

 1/2009 - 8/2015 Inteqall LLC

*Translator*

1. Translate technical books from English to Dari and vice versa

2. Translate ﬁnancial books and materials from English to Dari and vice versa.

**Outcomes:**

1. Successfully completed the translation project within deadline.
2. Customer satisfaction.

# SKILLS

Technical Skills

Management Skills

**Financial Accounting**, gained this skill by studying ﬁnancial accounting in university.

**Communication skill**, Gained this skill by solving problems of AIB branches and departments

**Time management**, gained this skill by ﬁnishing

**Data Entry**, gained this skill by entering the customer’s accounts data in system

**Flexcube** , gained this skill by working in ﬂexcube

Different task on due time

**Problem solving**, gained this skill by carefully listening to the branch issues and solve their problem.

System.

**Project Management,** gained this skill by ﬁnishing

Different bank projects

**Leadership**, gained by completing different projects and help and inspire my colleagues to complete the task.

Languages

Dari Pashto English

# Personal Information

## Date Of Birth:

11/2/2019

## CNIC:

83766

## Nationality:

Afghan

## Marital Status:

Married

## Religion:

Islam

References Request on Demand