



Waqas Talib

Passport: AP7737522 Work permit: Qatari Nationality: Pakistani

Date of birth: 26/06/1994 Place of birth: Pakistan Gender: Male

Phone number: (+974) 50476488

ABOUT ME

Motivated and detail oriented professional seeking an opportunity to contribute strong communication, problem solving, and teamwork skills to a dynamic organization while continuing to grow and develop within the role.

EDUCATION AND TRAINING

M.Phil Applied Geology

University of the Punjab Quaid Azam Campus Lahore, Pakistan [2017 – 2019]

WORK EXPERIENCE

Meezan Bank Pakistan – Sahiwal, Pakistan

City: Sahiwal | Country: Pakistan

Business Development Officer

[2024 – 2025]

- Develop and maintain strong relationships with existing and prospective customers.
- Prepare and deliver presentations, proposals, and business plans to clients.
- Collaborate with sales, marketing, and management teams to achieve business growth targets.
- Analyze market trends, competitor activities, and customer needs to support strategic planning.
- Generate leads, follow up on inquiries, and convert prospects into successful business deals.
- Maintain accurate records of sales activities, client interactions, and project progress.
- Support the creation of marketing strategies, promotional campaigns, and brand development efforts.
- Participate in meetings, industry events, and client visits to represent the company professionally.
- Provide regular reports on business performance, pipeline status, and market opportunities.
- Assist in negotiating contracts, pricing, and agreements in alignment with company policies.
- Ensure high levels of customer satisfaction by addressing concerns and offering tailored solutions.

Gourmet Store – Pakistan

Country: Pakistan

Customer Service Representative

[2022 – 2024]

- Maintain strong product knowledge to guide customers in selecting bakery items, groceries, and specialty products.
- Handle customer complaints and resolve issues professionally to ensure customer satisfaction.
- Process sales transactions accurately using POS systems, including cash, card, and digital payments.
- Ensure proper display and stocking of products, maintaining cleanliness and order in the store.
- Monitor product freshness, expiry dates, and shelf rotation according to store standards.
- Assist customers with placing special orders, bulk orders, or delivery requests.
- Communicate daily promotions, new products, and store policies to customers.
- Coordinate with the bakery, kitchen, and warehouse teams for product availability and timely replenishment.
- Maintain proper records of sales, returns, and customer interactions.

- Follow hygiene, safety, and quality standards as per company policy.
- Support store operations by helping in packing, labeling, and assisting during peak hours.

Akhowat Bank Pakistan

Cashier

[2021 – 2022]

- Handle cash transactions including deposits, withdrawals, cheque payments, and fund transfers accurately and efficiently.
- Maintain and balance the cash drawer at the beginning and end of each shift.
- Verify customer identities, account details, and transaction documents to ensure accuracy and security.
- Provide excellent customer service by assisting clients with banking inquiries and resolving issues promptly.
- Process utility bill payments, demand drafts, pay orders, and other banking instruments.
- Monitor and report any suspicious or unusual transactions to supervisors.
- Maintain accurate transaction records and prepare daily activity reports.
- Promote bank products and services by identifying customer needs and referring them to relevant departments.
- Keep the workstation, cash area, and documents organized and secure at all times.

Khushali Bank Pakistan – Mian Channu, Pakistan

City: Mian Channu | Country: Pakistan

Loan Officer

[2020 – 2021]

- Evaluate loan applications by assessing applicants' financial information, credit history, income, and repayment capability.
- Conduct detailed interviews with clients to gather required documentation and understand their financial needs.
- Review and verify financial documents such as bank statements, salary slips, tax returns, and credit reports.
- Explain available loan products, terms, interest rates, and eligibility criteria to customers.
- Process and submit loan files for approval in accordance with bank policies and regulatory guidelines.
- Maintain accurate records of loan applications, customer interactions, and approvals or rejections.
- Follow up with customers to collect missing documents, provide application updates, and ensure timely processing.
- Collaborate with credit, risk, and underwriting teams to ensure efficient loan decision-making.
- Ensure compliance with internal policies, SBP regulations, and anti-money laundering (AML) requirements.
- Provide exceptional customer service by addressing client queries and offering financial guidance.
- Promote loan products and achieve monthly sales and disbursement targets.

SKILLS

Microsoft Excel / Microsoft office / Microsoft Word / Microsoft Powerpoint

LANGUAGE SKILLS

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user