



AHMAD RIZWAN SAEED

BANKER

CONTACT

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EDUCATION

1999

MBA: BANKING AND FINANCE

- CBA (Collage of Business Administration) - Lahore, Punjab, Pakistan

1997

BACHELOR OF COMMERCE: ECONOMICS, FINANCE, MARKETING

- University of The Punjab

SKILLS

- Retail & Corporate Banking Operations
- Customer Relationship Management
- Account Opening & Documentation
- Cash Handling & Transaction Processing
- Credit Analysis & Risk Assessment
- Loan Processing & Recovery
- KYC & AML Compliance
- Policy & Procedure Adherence
- Data Analysis & MIS Reporting
- MS Excel & Office Applications
- Team Leadership & Supervision

PROFILE

Results-driven banking professional with proven expertise in branch operations, staff leadership, and customer satisfaction at MCB Bank Ltd. Experienced in retail and corporate banking, client relationship management, and credit risk assessment, with a strong record of regulatory compliance, ethical banking, and consistent performance excellence.

WORK EXPERIENCE

Branch Service Manager- AVP

MCB Bank Ltd., Lahore, Punjab, Pakistan

- Managed daily branch operations (Transactions Supervision, Audit and Compliance Issues, ATM Supervision, Branch Business Focus, Locker Operations, Reconciliations) for optimal productivity and customer satisfaction. Contributed to
- ongoing process improvements that led to increased efficiency across various aspects of branch operations. Implemented and regularly reviewed financial
- controls to generate accurate and reliable financial data.

Teller Service Supervisor

MCB Bank Ltd., Lahore, Punjab, Pakistan

- Cheque Book Issuance, supervise all operational Entries, Dormant Account Activation, Stop Cheque.
- Resolved complex customer issues, prioritizing timely resolution while maintaining a professional demeanour.
- Maintained a clean, organized workspace to promote a positive banking environment for both employees and customers.
- Educated customers on various account options, guiding them towards informed decisions based on their individual needs.

General Banking Officer

MCB Bank Ltd., Lahore, Punjab

- Remittance, Clearing, Reconciliations, Foreign Remittances. Self-motivated, with a
- strong sense of personal responsibility. Skilled at working independently and
- collaboratively in a team environment. Provided high-quality customer service by
- addressing client inquiries, resolving account issues, and recommending suitable banking products to meet customer needs.

Cash Officer

MCB Bank Ltd., Lahore, Punjab

- Cash Handling, Cash regularities, ATM Handling.
- Oversaw liquidity and cash management operations.
- Monitored counterfeit bill detection efforts, ensuring adherence to established security protocols in each transaction.