



WAQAR ANWAR

PROFILE

- 0303-9575623
- waqaranwar223@gmail.com
- Bhola Chak No. 178 R.B, Tehsil Shahkot, District Nankana Sahib

Detail-oriented and results-driven banking professional with experience in account management, customer service, financial transactions, and regulatory compliance. Skilled in evaluating loan applications, promoting banking products, and maintaining accurate records. Seeking a challenging banking officer role to leverage expertise in operations, client relationship management, and financial services to contribute to organizational growth and customer satisfaction.

EDUCATION

B.Com

- Punjab University

SKILLS

- Account Management
- Cash Handling & Reconciliation
- Customer Service & Relationship Building
- Loan Evaluation & Credit Assessment
- Financial Transactions Processing
- Regulatory Compliance & KYC
- Risk Management
- Sales of Banking Products
- Record Keeping & Documentation
- Problem Solving & Complaint Resolution
- Communication & Interpersonal Skills
- Time Management & Organization

LANGUAGES

- English
- Urdu

WORK EXPERIENCE

General Banking Officer

10 Years

Bank Al Habib

- Managed daily banking operations including cash handling, deposits, withdrawals, fund transfers, and account maintenance while ensuring accuracy, efficiency, and adherence to banking regulations and internal policies.
- Assisted customers with account inquiries, loan applications, credit card services, and investment products, providing professional guidance and resolving issues to ensure high levels of client satisfaction.
- Conducted account verifications, KYC documentation, and compliance checks in line with regulatory requirements and anti-money laundering policies.
- Monitored and reconciled cash, ledger entries, and transaction records, preparing detailed reports for branch management and auditing purposes.
- Evaluated loan applications, assessed creditworthiness, and coordinated with senior officers for approval and disbursement, ensuring risk management standards were maintained.
- Promoted bank products and services to clients, achieving sales targets while strengthening long-term customer relationships and loyalty.
- Coordinated with internal departments including operations, compliance, and audit to ensure smooth workflow, timely reporting, and procedural compliance.
- Handled customer complaints, queries, and feedback professionally, providing timely solutions and maintaining a positive branch reputation.
- Stayed updated on financial regulations, industry trends, and bank policies to provide accurate guidance and maintain operational excellence.