

# WAQAS ADREES

## Professional Resume

**Date of Birth:** 07-08-1990  
**Address:** Alamir Mashoor St. Al Jubail 31951 Kingdom of Saudi Arabia  
**Contact #** +966-58-2720839  
**email** waqas.adrees786@gmail.com



**Objectives:** . To excel in a competitive environment, become a member of a progressive and dynamic organization by the virtue of hard work & proper utilization of my scholastic aptitude & experience.

## Working Experience:

Bank Al Habib, Limited

### Branch Operations Manager (19-06-2020 To 02-12-2022 )

- Manage all operations of the Branch by implementing standard procedure Manual (SPM) State Bank of Pakistan ( SBP ) Prudential Regulations Core Principles and all applicable rules & regulations
- Maintain high level of customer service standards in the Branch with particular emphasis on cash counter.
- Ensure that check and control systems are in place.
- Maintain a zero complaint environment in respect of collection of Utility Bills , Collections / receipts of Govt Revenues , Pension and salary payments to Govt. and other employees in particular and other customer services area .
- Preparation, Implementation and monitoring of Branch Expense Budget.
- Deduction / recovery of service charges as per Bank's SOC.

### Account Opening Officer (18-06-2018 To 19-06-2020)

- Scrutiny of Account opening forms according to the SBP & AML/CFT regulations & internal policies.
- On site & Off Site monitoring of account both of NTBs & ETBs for any regulatory & operational discrepancies.
- Developing effective MIS reporting as per department needs & printing for analysis for further reporting to higher management.
- Focusing on resolving customer complains relating to CPU routed via branch & improving customer satisfaction.

### General Banking Officer: (03-04-2017 To 18-06-2018)

- Ensure that all dormant accounts are regularly reviewed & ope-rationalized according to prescribed procedures.
- Managing stop payment request of customers with in turnaround time.
- Recording, Posting & Maintaining Inward/ outward clearing.
- Profit & loss variance report for the month & year to date.
- Home Remittance Dealing.
- Fund transfer, Issue pay order, Call Deposit Receipt, Demand draft.

MCB, CPU Department, Deputed by Prime HR Pvt Limited

Operation Officer: (10-08-2015 To 14-02-2017)

- Cheque clearing: Efficiently to process to assigned inward clearing.
- Scrutiny & posting of all instruments & balancing of all concerned branches.
- Prepare NIFT scroll batch.
- Prepare daily clearing & report checking.
- Proper coordination with all branches & departments to make work proper & smooth.
- Responsibility of handling proper & accurate documentation of Account form.
- Ensure clients documentation is timely accurate & complete.

Internship at ACRO Spinning & Weaving Company:

- Voucher Management
- Data Entry
- Petty Cash Management
- Deals with banks (Deposit & Withdrawal, Bank Reconciliation statements)

Professional Training:

- Attended one day workshop for Becoming Stress Resilient Training program organized by BAHF on 13 August 2020, Gujranwala.
- Attended Selling Skills For Deposit Mobilization Program organized by BAHF on 08 , 09 October 2019, Gujranwala.
- Risk Based KYC/ CRS ( Data Capturing Filed Training ) on 2018, Gujranwala.
- Attended AML / CFT Training Program On Feb 2018 Organized by BAHF in Gujranwala.

Professional Certificates & Academic Education:

Sr. #	Certification/ Degree	Institution/ University	Specialization/ Major	Passing Year
1	M.COM	NUML, Lahore	Accounts & Finance	2014
2	B.COM	University of Punjab	Commerce	2011
3	Intermediate	BISE, Gujranwala	I.C.S	2008
4	Metric	BISE, Gujranwala	Science	2006

Computer Skills & Other Abilities:

- Core Banking System (MCB, BAHF)
- Microsoft Office Excel, Word, Power Point.

**Personal Information:**

Name	Waqas Adrees
Father Name	Adrees Ahmed
Marital Status	Married
CNIC No.	34501-5170776-7
Religion	Islam
Domicile	Narowal
Language	English, Urdu & Punjabi

**References:**

Will be furnished on demand.