

ANEEL MUNAWAR KHAWAJA



- **Address:** Al Qusais one near Dubai airport free zone metro station Oman house flat 706, Dubai
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OBJECTIVE

To join a well-reputed organization and to play such a role as backbone plays in the human body hence to prove myself as a very important part of the organization. (INSHA'ALLAH)

WORK EXPERIENCE

AS BRANCH OPERATION MANAGER IN MEEZAN BANK LTD.

Responsibilities:

- Stick to follow the sound policies and structures for the growth of the bank.
- Monitor and supervise daily operations to ensure a free flow process, and also supervise the execution of daily tasks.
- Create a strong workforce by developing competent individuals in the banking operations team.
- Oversee the processing of centralized banking activities to ensure due process, accuracy and accountability are followed.
- Create and implement long term business plan to ensure continuity of business operations in the long run.
- Ensure client data is protected from the public and secured against fraud by enforcing access rights and verification levels.
- Develop financial back up plans to protect business operations in the event of major crises that could result in huge losses.
- Collaborate with heads of other units to develop best practices for successful banking operations.
- Delegate tasks to members of the operations team.

From Oct-2020 to May-2022

AS INCHARGE OPERATION IN MEEZAN BANK Ltd.

Responsibilities:

- Monitor and supervise daily operations to ensure a free flow process, and also supervise the execution of daily tasks.
- Stick to follow the sound policies and structures for the growth of the bank.
- Create a strong workforce by developing competent individuals in the banking operations team
- To ensure proper storage / handling and stock balancing of security stationary

- To ensure compliance of key custodian, dual controls, password sharing and whistle blow policy.
- To maintain a vigilant framework and practice in updating of customer risk profile KYC's, and carrying out periodic reviews i.e. CDD, EDD as required by bank / SBP Polices.

From Dec-2018 to Oct-2020

AS BRANCH SERVICES OFFICER IN MEEZAN BANK Ltd.

Responsibilities:

- PO/DD Issuance, Reconciliation of Different Heads
- To ensure proper processing, record keeping and reconciliation of Inward / Outward clearing
- To carry out all formalities related to account opening, in line with Bank/SBP Regulations
- To ensure proper preparation of reports, logs and register pertaining to all operational activities
- To ensure proper storage / handling and stock balancing of security stationary
- To ensure compliance of key custodian, dual controls, password sharing and whistle blow policy.
- To maintain a vigilant framework and practice in updating of customer risk profile KYC's, and carrying out periodic reviews i.e. CDD, EDD as required by bank / SBP Polices.
- Quality Service Providing to Customers
- Handling Dormant Accounts
- Deposit Mobilization
- Relationship Management with NTB & existing customer.
- Managing Stop Payment
- Cross Selling of Various Banking Products.

From Nov-2016 to Dec-2018

AS TELLER IN MEEZAN BANK Ltd.

Responsibilities:

- Cash Management.
- Utility Bills, Cash and Online Receipts, Payments, Transfers.
- Customer's Cheque Books Management.
- Ensuring completion of transactions.
- Vault Management.
- Key Custodian.
- ATM Replenishing with TAT.
- Banker's Cheque Issuance.
- Handling and Transferring Cash to CPC.
- To ensure proper processing, record keeping and reconciliation of Inward / Outward clearing.
- Quality Service Providing to Customers.

From Jul-2014 to Nov-2016

AS CASH OFFICER IN HABIB METROPOLITAN BANK LTD.

Responsibilities:

- Cash Management.
- Utility Bills, Cash and Online Receipts, Payments, Transfers.
- Ensuring completion of transactions.
- Vault Management.
- Handling and Transferring Cash to CPC.
- Quality Service Providing to Customers.

From Feb-2011 to Jul-2014

EDUCATION

Master of IT	2nd Division	2017
Virtual University of Pakistan.		
B.Com	2nd Division	2009
University Of Punjab Lahore.		
I.Com	2nd Division	2007
Board of Intermediate and Secondary Education Gujranwala.		
MATRIC	2nd Division	2005
Board of Intermediate and Secondary Education Gujranwala.		

ADDITIONAL SKILLS

Microsoft Windows Operating Systems win7/ win8/ win10
Microsoft Office package: Microsoft Word, Excel, Access.

PERSONAL INFORMATION

Father's Name: Munawar Qartas Khawaja
Date of Birth: 29th July, 1988
Marital Status: Married
Religion: Islam
Nationality: Pakistani
Languages: English/ Urdu/ Punjabi

REFERENCES

References available on request