



SAAD ANWAR

MANAGER BUSINESS COMPLIANCE

📍 HOUSE 20 STREET 06 SAFARI VILLAS 01 BAHRIA TOWN, RAWALPINDI, 44000, PAKISTAN 📞 +923215565166

◦ DETAILS ◦

House 20 Street 06 Safari Villas 01
Bahria Town, Rawalpindi, 44000,
Pakistan

+923215565166

saad758@hotmail.com

Date / Place of birth

26-10-1982

Multan

Nationality

Pakistani

◦ SKILLS ◦

Operations

Compliance Management

Administration

Team Management

Communication

Management Reporting

◦ LANGUAGES ◦

English

Urdu

👤 PROFILE

I have an experience of more than 15 years in Banking Operations, Compliance, Implementation of AML / CFT regulations, Administration and Management while maintaining a positive attitude towards my work ethics.

📁 EMPLOYMENT HISTORY

Manager Business Compliance at Askari Bank Ikhlas Islamic Banking, Islamabad

October 2017

Perform in-depth review of KYC (Know Your Customer) Profile of customers in branches on risk based approach. Observance to out of pattern transactions and subsequently taking corrective measures in-line with prevailing AML / CFT regulations.

Review & conduct comprehensive ratification of audit & compliance reports for Islamic branches across Pakistan & ensure timely closure of audit reports.

Review & approvals of high risk accounts (politically exposed – corporations – society/trust - Financial Institutions etc) for Islamic branches.

Handling operational and administrative matters of all Islamic branches and completion of specific projects & events.

Assists in branch staff trainings.

Manager Operations at Askari Bank Ikhlas Islamic Banking, Rawalpindi

May 2015 — October 2017

Overall supervision of branch operational / administrative / HR and security activities.

Improved customer services, based on client feedback.

Managed the needs/requirements of high revenue commercial accounts through extensive follow-up procedures.

Handling customer complaints and issues regarding security and operational matters.

Worked with prospect customers in the development of new accounts.

Training of newly hired operations staff.

Manager Operations at Bank Alfalah Islamic, Islamabad

April 2010 — January 2015

Overall supervision of branch operational / administrative / HR and security activities.

Improved customer services, based on client feedback.

Managed the needs/requirements of high revenue commercial accounts through extensive follow-up procedures.

Handling customer complaints and issues regarding security and operational matters.

Worked with prospective customers in the development of new accounts.

Training of newly hired operations staff.

Customer Services Officer at United Bank Limited, Islamabad

September 2006 — September 2008

Front Desk Officer / Reservation Officer at Pearl Continental Hotel Rawalpindi, Rawalpindi

March 2005 — October 2005



EDUCATION

Masters in Business Administration (MBA), National University of Modern Languages, Islamabad

April 2005 — April 2006

Specialization in Marketing

Bachelor in Business Administration- (BBA- Hons), National University of Modern Languages, Islamabad

February 2002 — March 2005

Specialization in Marketing

Scholarship holder

FSC- Pre engineering, Army Burn Hall College Abbottabad, Abbottabad

July 1999 — August 2001



ACHIEVEMENTS/ COURSES

Scholarship holder at University level

Basic Banking & Customer Services, National Institute of Banking & Finance (NIBAF) Islamabad

November 2006 — December 2006

BANCATAKAFUL Convention (Singapore) winner

February 2017



REFERENCES

References available upon request