



# 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](mailto: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