



# ANAS WARIS

## OPERATIONS MANAGEMENT PROFESSIONAL



Hyderabad, PK



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### EDUCATION

- **MASTER OF COMMERCE**
- University of Sindh, Jamshoro, Pakistan.
- (2018)
- **BACHELOR OF COMMERCE**
- University of Sindh, Jamshoro, Pakistan.
- (2015)
- **Advance diploma in IT**

### SKILLS

- Customer Service & Support
- Performance Appraisal
- Payroll Processing
- Petty Cash Handling
- Admin & Operations Management
- Accounts Management
- Compensation & Benefits
- Strategic Planning
- MS Office
- Business Reporting Skills
- Team Building & Leadership Skills
- Communication & Presentation Skills

### EXECUTIVE SUMMARY

- Self-motivated and dynamic professional with sound knowledge and experience of administration and operations management, customer service & support, accounts management, and training and development; proficient in streamlining operations and improving processes to ensure efficiency.
- Competent team player having effective communication, interpersonal, analytical, critical-thinking, problem-solving, and time-management skills; able to build good business relations to realize objectives. Holds IT skills.

### EXPERIENCE

#### MCB BANK LTD, HYDERABAD, SINDH, PAKISTAN.

##### Officer Central Processing OG-III (06, 2022 | at Present time)

- Posting of inward clearing of cheques of MCB bank ltd.
- Debiting customers' accounts with the face value of physical instruments and posting of BC/CDR in CBS duly passed by the scrutiny officer and reconciliation of posted transactions with physical instruments and NIFT scroll.
- To initiate / scrutinize the individual ACCOUNT OPENING forms received at CPU as per Branch Operations manual guidelines and CDD AML handbook to update status of EAOF on system (ROSETTA) regarding discrepancy raised resolution and account opening approvals.
- To generate & perform report checking of Opened and processing Accounts Generated Clients.

#### M/S WALI DINO PANHWAR GOVT CONTRACTOR, HYDERABAD DISTRICT, SINDH, PAKISTAN

##### Accountant | 02/2021 - 06/2022

- Provides financial information to management by researching and analyzing accounting data; preparing reports. Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information.

#### SUMMIT BANK LTD, NOORIABAD BRANCH, SINDH, PAKISTAN

##### Customer Service Officer OG-III | 04/2020 | 02/2021

- Processing Payments, Making Money Transfers, Checking Statements, Updating Account Details. Account Opening of Customers, Process request of ATM's and Cheque book. Maintain customers Risk profiles, Active dormant Accounts. Maintain MIS of Accounts.

**MCB ISLAMIC BANK LTD, PAKISTAN.**

**Teller Services Officer-OGIII** |06/2018 |01/2020

- Responsible for processing cash, debit, credit and check transactions using a cash register include balancing the cash register making change, Atm cash balancing and replenishment daily. Process customers FBR payments through OTC 1link facility. Debit & Credit Cheques service provider.
- Sorting of cash and send to State Bank on Weekly basis. Processing Payments. Making Money Transfers. Checking Statements. Updating Account Details.

**MCB ISLAMIC BANK LTD, HYDERABAD DISTRICT, PAKISTAN.**

Internship Trainee |06/2014 |07/2014

- Daily transactions handling, Customer Services and Front desk Officer at MCB ISLAMIC BANK.