

Waqar Ahmed



waqar.larik2024@gmail.com



+92 316 3686269



<https://www.linkedin.com/in/waqar-larik2024/>



Khairpur, Sindh, Pakistan



WORK EXPERIENCE

Branch Services Manager

Mar 2021 - May 2022

MCB Bank Limited • Sukkur, Pakistan

- Ensured full compliance with banking policies and regulations.
- Provided superior service delivery and resolved customer complaints.
- Reviewed and enhanced operational Standard Operating Procedures (SOPs).
- Optimized branch performance through efficient resource management.
- Provided strong leadership and conducted staff coaching and development.

Teller Services Supervisor

Feb 2019 - Mar 2021

MCB Bank Limited • Sukkur, Pakistan

- Managed and supervised various operation vouchers, ensuring compliance.
- Delivered excellent customer service and maintained positive relationships.
- Maintained meticulous records for compliance and audit purposes.
- Oversaw the process of delivering and safeguarding ATM cards and chequebooks.
- Efficiently handled email inquiries related to signature verification and CBC.

General Banking Officer

Jul 2014 - Feb 2019

MCB Bank Limited • Sukkur, Pakistan

- Managed account details and processed transactions accurately.
- Provided exceptional customer service and resolved inquiries promptly.
- Processed financial transactions with precision and efficiency.
- Handled various account-related tasks to ensure smooth account management.

Intern

Jun 2012 - Aug 2012

National Bank of Pakistan • Sukkur, Pakistan

- Gained exposure to various departments and operations in banking.

EDUCATION

Master of Business Administration

Jun 2014

Dadabhoy Institute of Higher Education • Karachi, Sindh, Pakistan

Bachelor of Business Administration

Oct 2008 - Nov 2013

Shah Abdul Latif University • Khairpur, Sindh, Pakistan

Diploma in Information Technology

Mar 2010 - Feb 2011

Government IT Training Centre • Khairpur, Sindh, Pakistan

KEY SKILLS AND COMPETENCIES

Financial Management and Bookkeeping:

- Handling financial transactions
- Cash Flow
- Producing financial statements
- Financial Accounting

Technical Proficiency:

- Proficiency in accounting software (e.g., QuickBooks, Sage.)
- Proficiency in MS Office Suite

Regulatory Knowledge:

- Knowledge of financial regulations and accounting principles

Analytical and Problem-Solving:

- Strong analytical skills
- Attention to Detail:
- Accuracy in financial record-keeping
- Problem-solving capabilities
- Attention to detail in data entry and financial reporting

Organizational and Time Management:

- Excellent organizational skills
- Ability to manage time effectively and meet deadlines

General Accounting:

- Experience with accounts payable and receivable processes
- Payroll processing
- Bank reconciliations and journal entries
- Inventory control and cash management
- General Ledgers
- Financial Statements
- Invoicing
- Cash Collection and Cash Receipts

Communication and Interpersonal:

- Excellent communication skills (verbal and written)
- Strong interpersonal skills to collaborate with cross-functional teams
- Teamwork
- Financial Reporting

CERTIFICATION

QUICKBOOKS COURSE

Sep 2021

DigiSkills Training Program

TRAININGS

Trainee Business Officer (Batch-45) MCB Bank Limited, Learning and Development Center Karachi	07-Jul-2014 to 26-Sep-2014
Certified Branch Operations Manager MCB Bank Limited, Learning and Development Center Karachi	05-09 Oct 2015
Personal Development MCB Bank Limited, Learning and Development Center Karachi	14-Nov-2015
BOM Certification MCB Bank Limited, Learning and Development Center Bahawalpur	16-20 Jul 2018
Role Based AML-CFT BOMs MCB Bank Limited, Learning and Development (Through E-Learning)	Mar 2021
Fraud Awareness Prevention MCB Bank Limited, Learning and Development (Through E-Learning)	Mar 2021
Terrorist Financing Risk Awareness MCB Bank Limited, Learning and Development (Through E-Learning)	Mar 2021
Important Circulars on Branch Banking MCB Bank Limited, Learning and Development (Through E-Learning)	Mar 2021
Account Opening with Rosetta MCB Bank Limited, Learning and Development (Through E-Learning)	Apr 2021
Raast Pakistan's Instant Payment System MCB Bank Limited, Learning and Development (Through E-Learning)	Mar 2022