



# ANWAR SUBHAN

Professional Banker

## My Contact

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## Interest

- Networking and Relationship Building
- Cricket
- Blogging and Reading
- Education and Professional Development
- Technology and Innovation

## Soft Skill

- Decision making
- Excellent customer service
- Interpersonal skills.
- Strong financial analytical skills
- Strong PC skill, specifically in MS Office suite
- Adaptability
- Problem solving .Time Management

## Education Background

- Bhauddian Zakariya University Multan  
*Masters in Commerce*  
Completed in 2020
- Bhauddian Zakariya University Multan  
*Bachelor of Commerce*  
Completed in 2018
- Punjab Board Of Technical Education Lahore  
*Diploma of Commerce*  
Completed in 2016

## Personal Statement

"As a dedicated and results-oriented banker with 3 years of experience in the financial industry, I am passionate about delivering exceptional service and helping clients achieve their financial goals. My comprehensive understanding of banking products, regulations, and market trends, combined with my strong analytical skills, has enabled me to effectively assess client needs and provide tailored financial solutions.

## Professional Experience

### KHUSHHALI MICROFINANCE BANK LIMITED

#### Cash Officer

2020 -2021

##### Key responsibilities:

- Responsible for cash handling at Premises including payment receipts, transportation, and petty cash management.
- The projection for cash requirements of the branch and ensure cash is maintained within prescribed insurance limits.

#### Customer Service Officer

2021-2022

##### Key responsibilities:

- Account opening and maintenance
- Record keeping
- Ensure zero customer complaints
- Policy compliance and audit

#### Credit Administration Officer

2023 to Continue

##### Key responsibilities:

- Collateral Documentation and Initiation Scrutiny
- Review and Analysis of ILA and Loan Documents
- System Input and Loan Disbursement
- Audit and Compliance
- Customer Service within prescribed TAT

## Technical Skill

- Complete Communication and Soft Skill's Under DIGISKILL Training Program
- Complete Quick Book Course Under DIGISKILL Training Program