

Tauqeer Ahmed

Chakwal, Pakistan | +92 308 5600711 | tauqeer.nbp@gmail.com | LinkedIn:
linkedin.com/in/tauqeer-ahmed



Professional Summary

Highly organized and performance-driven professional with over 6 years of experience in banking operations, administration, and customer service. Skilled in office management, record keeping, compliance, and team coordination. Adept at handling administrative functions, supporting branch operations, and ensuring efficiency in daily workflows. Seeking to contribute my leadership and management expertise as an Admin Officer to enhance organizational productivity and operational excellence.

Core Competencies

- Office & Administrative Management
- Documentation & Record Maintenance
- Team Coordination & Supervision
- Branch & Operational Support
- Policy Implementation & Compliance
- Vendor & Asset Management
- Customer Relationship Handling
- Reporting & Data Management

Professional Experience

Senior Counter Services Officer | Bank Alfalah Limited – Islamic Banking Group

Sep 2024 – Present

- Manage branch operations, ensuring adherence to administrative and financial procedures.
- Coordinate with internal teams to streamline daily administrative tasks and enhance efficiency.
- Maintain accurate records, correspondence, and reporting documentation.
- Ensure branch assets, stationery, and supplies are adequately managed and maintained.
- Support management in audits, compliance, and performance tracking.

Branch Services Officer | Al Baraka Bank (Pakistan) Ltd.

Apr 2023 – Aug 2024

- Managed daily branch administrative operations and customer service activities.
- Handled documentation, scheduling, and internal communication across departments.
- Ensured branch facilities, records, and equipment were properly maintained.
- Assisted the branch manager in operational and administrative control.

Teller / Cash Officer | The Bank of Punjab (BOP)

Dec. 2018 – Mar. 2023

- Processed daily cash transactions and maintained record accuracy.
- Supported administrative coordination between front and back-office functions.
- Prepared reports, balanced cash, and ensured compliance with internal policies.

Education

Master in Public Administration (MPA) – Virtual University of Pakistan (2020)

CGPA: 3.67 / 4.0

Technical Skills

MS Office Suite (Word, Excel, PowerPoint), ERP & CRM Systems, Record & Data Management Tools, Reporting and Correspondence

Achievements

- Recognized for maintaining excellent branch discipline and operational accuracy.
- Improved administrative processes leading to better workflow efficiency.
- Consistently achieved branch compliance and audit targets.

Languages

English | Urdu | Punjabi