**First Name of Application CV No 1622502**

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**Profile:**

A dynamic and an energetic individual having more than 8 years of banking /management expertise in both multinational and government organization. Effectively incorporating marketing / sales knowledge gained from MBA – marketing / advertising from (IOBM ).

Encourage team motivation and implement a positive approach towards work. Always focused on being goal and result oriented skills and effectively implementing for achieving job targets.

**Work Experience:**

**Branch Manager - First Women Bank Ltd (2012-2014)**

* Maintained branch portfolio of over 150 (M) and increased the branch profitability drastically
* Regularly achieved all deposit / advance targets with advances portfolio touching a mark of

50 (M)

* Ensured team motivation and efficiently handled branch staff with satisfaction and worked in compliance to the SBP SOP’s
* Successfully analyzing, maintaining and achieved branch profitability by tapping new business avenues and rigorously followed up with development calls and generated necessary business.
* Successfully launched PMYBL in branch leading to increase in business
* Effectively complied with SBP and company policies, procedures and maintained the branch working according to the set criteria for Documentation.
* Ensured maximum customer satisfaction and Maintained quality service by all staff members.

**Business Planning Executive – First Women Bank Ltd (2009-2014)**

* Coordinated with departments and oversaw daily operations of departments in building dept. work processes
* Analyzed banks business scale and anticipated various business avenues
* Scheduled work and participated in bank meetings and ensured resolution of all departments concerns to strengthened profitability and curb expenditure
* Monitored and maintained business processes / policies
* Maintained optimal quality of customer services.

**Relationship Officer – Standard Chartered Bank ( 2006-2008 ):**

* Analyzed markets and identified various sales opportunities for branch.
* Assisted customers in opening bank account and maintaining proper functioning of same
* Managed customers and assisted in providing directions to various specialty areas of bank.
* Monitored all customer issues and resolved it to maintain good customer relationships.
Administered loan process by interviewing applicants, gathering required data and sending it to authorities for approval.
* Supervised effective working of staff and ensured efficient flow of business to branch.

**Qualification:**

**Key Strengths:**

* Team management and self driven
* Goal and result oriented
* Stress Management
* Achieving branch targets both deposits and advances
* Effective customer satisfaction on high priority basis.
* Risk taker
* Effective customer satisfaction on high priority

basis.

* Sound command over MIS

Professional Qualification:

* Institute of Banker’s Pakistan (Stage II) -2011
* Institute of Banker’s Pakistan (stage I) -2010

Academic Qualification:

* MBA-Marketing / Advertising ( IOBM) -2008
* BBA- HRM ( IBA) -2006

**Research Work/ Projects:**

* Corporate Banking: Made a Report on Analysis of Dividend Policy of Fauji Fertilizer Company (FFC) and Oil and Gas Development Company (OGDC)
* Internal Auditing and EDP Accounting: Made a report on auditing practices in First Women Bank (FWBL)
* Project Management: Made a Report on Construction of a Hotel
* Sales Management: Did a project on “Wall’s territory and time management”

**Workshops / Trainings:**

* Attend seminars / lectures as a Member of Bankers of Pakistan
* Member of alumni IOBM
* Participated as a student in Summer School at IOBM
* Attended Workshop in Marketing (Tourism) and Entrepreneurship