 **FAIZAH**

**FAIZAH.332215@2freemail.com**

**PERSONAL PROFILE:**

A Professional team member with excellent administrative & interpersonal skills, along with good computer knowledge and substantial experience in the relative field. An enthusiastic and positive individual who enjoys taking up the responsibilities and teamwork.

**OBJECTIVE:**

To join an organization where I can grow and make better use of my professional acuities to a challenging position which requiring strong analytical and organizational skills with a better future and opportunities for professional growth.

**PROFESSIONAL EXPERIENCE:**

* **NOOR AL HEKMAH TECHNOLOGIES L.L.C**

 (DU OFFICIAL CHANNEL PARTNER) – DUBAI, U.A.E. (Apr-2016 till date)

* Working as Sales Coordinator.
* Worked at **DUBAI ISLAMIC BANK** ( PAKISTAN)– (Apr-2015 till Mar-2016)
* **Job Description at DUBAI ISLAMIC BANK**:
* Providing Financial Solutions to customers.
* Responsible of direct sales of durable goods.
* Managing Auto Financing, Personal Loans and Home Loans.
* Assisting RM’s/BM’s in resolving customer’s query/investigation.
* Timely resolution of Customer Correspondence.
* Handles branch customers to fulfill their banking requirements.
* Monitor the service standards operational in branches.
* Providing information about the bank’s product and service offer.
* Regularly review customer’s complaints and resolve the complaints within particular time.
* Hiring Manager at **LIS (Life Improvement System)**, Pakistan – *(Jun-2011 till Jan-2013).*
* Customer Representative at **TIENS (TIANSHI INTERNATIONAL),** Pakistan *(Jan-2011 till Jan-2012)*

**CERTIFICATE OF MEMBERSHIP:**

Completed “**LEADERSHIP**” training and upgraded to Hiring Manager post.

**PROFESSIONAL EDUCATION:**

* **Bachelor of Business Administration (Hons.)** – (Allama Iqbal Open University, Islamabad).
* **Higher Secondary School Certificate** – (Punjab College of Commerce, Islamabad).

**KEY SKILLS:**

* Highly motivated and determined to achieve career objective.
* Excellent IT Skills.
* Highly organized to meet deadlines.
* Flexible, quick learner with positive attitude.
* Proven ability to work without supervision.
* Professional integrity with strong work ethics.
* Excellent interpersonal communications skills.
* Highly organized towards team building.
* Managing group of skilled professionals to successfully achieve task within provided deadlines.

**IT SKILLS:**

 Microsoft Office – Word, Excel, Power Point, Visio, Project, Web Based Management System.