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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NOREEN** | | | | | | | | |  |
| **Date of Birth:** | 24 | - | July | - | 1987 |  |  |  |
| **Email:****Areas of Interest:** | [Noreen-392886@2freemail.com](mailto:Noreen-392886@2freemail.com)  Banking Industry, Bancassurance, Office Job | | | | | | | |

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| **Career Objective** | I’m seeking a job in a corporate culture that fosters innovation and provides a challenging platform to shore up my exposure to the contemporary corporate world so that I may put maximum contribution to the economy through my active professional presence. |

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| **Major Field :** | Economics |
| **Qualification :** | Masters In Economics |
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**Market Exposure**

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| --- | --- |
| Organization Type : | Banking Industry |
| Designation : | *Operation Officer* |
| Tenure : | 01-July-17 to Cotinue |
| Report to : | Branch Manager |
| Primary Responsibilities : | My responsibilities  1. Clearing  2: Transfer  3: Issue Pay order  4: A/C Opening  5: Voucher Checking  6: Any other assignment assign by BM.  **2: Client servicing and problem solution.**  1: Provide customer service strictly in accordance with SBP standards and procedures to achieve better reputation and customer satisfaction.  2:Facilitate queries raised by customers so that prompt and corrective measures could be taken by bank. |

**Market Exposure**

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| --- | --- |
| Organization Type : | Banking Industry |
| Designation : | *Cash Officer* |
| Tenure : | 15-Jan-16 to 30-06-2017 |
| Report to : | Branch Manager |
| Primary Responsibilities : | My responsibilities  1. Deposit Cash  2: Cheque payment  3: Clearing  4: Transfer  5: Utility Bill Collection  6: Issue Pay order  **2: Client servicing and problem solution.**  1: Provide customer service strictly in accordance with SBP standards and procedures to achieve better reputation and customer satisfaction.  2:Facilitate queries raised by customers so that prompt and corrective measures could be taken by bank. |

**Market Exposure**

|  |  |
| --- | --- |
| Organization Type : | Banking Industry |
| Designation : | *BSO (Bancassurance Sales Officer)* |
| Tenure : | 22- July-2010 to 13-05-2014 then 16-02-2015 to 14-01-2016 |
| Report to : | Team leader |
| Primary Responsibilities : | My responsibilities  1. **Sales**   Identify new target markets and opportunities to support business growth and propose segment/market penetration approach to line management and implement approved plans to achieve Jubilee Life objectives.   Implement approved sales/service plans to achieve growth objectives by agreeing customers to purchase insurance plans.  2. Client servicing and problem solution.   Provide customer service strictly in accordance with Jubilee Life Insurance and SECP standards and procedures to achieve better reputation and customer satisfaction.   Facilitate queries raised by customers so that prompt and corrective measures could be taken by Jubilee Life Insurance.  3. Ensuring timely Persistency / Renewal of Premium and negotiation directly or through other elements included in Bank distribution channel.  4. Problem preemption/identification, and reporting.  ratings.. |

**Market Exposure**

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| --- | --- |
| Organization Type : | Banking Industry |
| Designation : | *Data Entry Operator* |
| Tenure : | 11-Nov-2008 to 04-Dec-2009 |
| Report to : | Credit Specialist-1 |
| Primary Responsibilities : | My responsibilities  Entering data in data base  Record Keeping  Checking Loan Applications |

**Educational profile**

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| --- | --- | --- | --- | --- |
| **Sr.** | **Certification / Degree** | **Institution / University** | **%/Grade/GPA /Div** | **Passing Year** |
| 1 | M.A (Economics) | University of the Punjab, Lahore | 2nd | 2008 |
| 2 | B. A | University of the Punjab, Lahore | 1st | 2006 |
| 3 | I.C.S | Punjab Board of Technical Education, Lahore | 2nd | 2004 |
| 4 | SSC | Board of Intermediate & Secondary Education Lahore | 1st | 2002 |

**Computer Skills and Other Abilities**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Skills & Abilities** | | **Proficiency Level** | | **Practiced** | |
| 1 | Ms office | | Good | | Currently Using | |
| 2 | Soft Presentation | | Good | | Currently Using | |
|  | |  | |  | |
|  |  | |  | |  | |

**Remarkable Achievements & Awards**

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| --- | --- | --- |
| **Sr.** | **Description of Activities** | **Year** |
| 1 | 5 Days Training in Jubilee Life Insurance office Lahore | 2015 |
| 2 | Getting 3 Performance Awards from Jubilee Life Insurance | 2012 to 2013 |
| 3 | Participate in HBL Award Ceremony held for Bancassurance Achievers | 2013 |
| 4 | 3 days training in Jubilee life office Okara | 2010 |

**Personal Information**

|  |  |
| --- | --- |
| Marital Status : | Married |
| Religion : | Islam |
| Language Competency : | English, Urdu, Punjabi |

**References**

Will be furnished on demand