|  |
| --- |
| New_logo.gif**Whats app Mobile:+971504753686** **Gulfjobseeker.com CV No:260124**E-mail: gulfjobseeker@gmail.comInterests and Objectives |

**I am career oriented individual,** quick learner**, confident, excellent in correspondence,** and excellent PC skill & interaction skills and an outgoing, pleasing personality, possess co-ordination and administrative skills,**well prepared by education, experience and temperament to work on the following areas for a progressive organization.**

|  |
| --- |
| Strengths  |

* Ability to make speedy decisions and take prompt action.
* Ability to learn new things and respond to external changes.
* Accept challenges and deliver results

|  |
| --- |
| **Professional Experience** |

**Aseel Islamic Finance - From March 2014 –January 2016**

*Profile*: **ASEEL ISLAMIC FINANCE DUBAI**

*Position*: **RELATIONSHIP OFFICER in SME Dept.**

*Role*: Currently working at **Aseel Islamic Finance (- UAE) in Business Banking Division as an Relationship Officer,** covering following areas:

* Sourcing clients for **Business Finance** such as **Business Loans And Goods Murabaha**(Through Cold callings, Referrals and customer refrences)
* Checking the customer’s eligibility by Audit Financials of the company,bank statements & other documents.
* Evaluation of the company bank statement, calculating the turnover and debt burden ratio as per the bank’s policy
* Site visiting (Offices, Branches & warehouses).
* Coordinating with RM &Credit Dept for the queries & for approval.
* Selling business loan to small medium enterprises.
* Site visiting (Offices, Branches & warehouses).
* Coordinating with RM &Credit Dept for the queries & for approval.
* Getting the Facility fee debited, Facility letter & other agreements Signed by the customers.
* Providing facilities to customer in cross selling and ejari.

**Abu Dhabi IslamicBank – From December 2012–January 2014**

 *Profile*: **ABU DHABIISLAMIC BANKDUBAI**

*Position*: **RELATIONSHIP OFFICER in SME Dept.**

*Role*: Work at **Abu Dhabi Islamic Bank (Dubai - UAE) in Business Banking Division as an Relationship Officer,** covering following areas:

* Sourcing clients for **Business Finance** such as **Business Loans And Goods Murabaha**(Through Cold callings, Referrals and customer references )
* Checking the customer’s eligibility by Audit Financials of the company,bank statements & other documents.
* Evaluation of the company bank statement, calculating the turnover and debt burden ratio as per the bank’s policy
* Site visiting (Offices, Branches & warehouses).
* Coordinating with RM &Credit Dept for the queries & for approval.
* Selling business loan to small medium enterprises.
* Site visiting (Offices, Branches & warehouses).
* Coordinating with RM &Credit Dept for the queries & for approval.
* Getting the Facility fee debited, Facility letter & other agreements Signed by the customers.
* **Home Country Experience**

*Profile*: **HDFC Bank INDIA**

*Position*: **Bank Customer Service Specialist**.

Nearly Five years(**December 2007 to September 2012)**of experience working as a Bank Customer Service Specialist with HDFC Bank.

* Highly experienced in assisting customers in managing their bank accounts and providing them with information on other financial services
* In depth knowledge of resolving customer issues and finding the best possible service package for them
* Deliver personalized service over the phone and in person
* Identify cross selling opportunities while interacting with customers
* Handle cash and assist with customer transactions
* Maintain records of balances and correct errors as and when needed
* Respond to customer inquiries

**Working in a CRY (Child Relief & You) Organization as Senior Executive From January 2004 to June 2005**

|  |
| --- |
| **Education**  |

* **Degree in BCA (Bachelor of Computer Application)** from **Osmania University – India** (Year 2003)
* **Computer knowledge& Certificates**
* **Operating systems:** Windows XP,2000, 98, 95, Ms Dos

 **Ms-Office:** Word, Excel, Powerpoint

|  |
| --- |
| Personal Details |

|  |  |  |
| --- | --- | --- |
| Date Of Birth | : | 18th. January., 1983 |
| Marital status | : | Single |
|  |  |  |
|  |  |  |
|  |  |  |
|  Languages | : | English, Hindi, Telugu & Urdu. |
|  |  |  |
|  |  |  |