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| C:\Users\pc\AppData\Local\Microsoft\Windows\INetCacheContent.Word\04.jpg  **PALKI**  **Email ID**  [palki.374150@2freemail.com](mailto:palki.374150@2freemail.com)  **Date of Birth**  December 04, 1991  **Nationality**  Indian  **Languages known**  English & Hindi : Professional Proficiency  **Marital Status**  Single  **Visa Status**  Father’s Sponsorship (Residence Visa )  **Passport Number**  Z 1975005  **Location**  Dubai  **Holder of valid U.A.E. Driving license** | **PROFESSIONAL SUMMARY** |
| I seek a responsible position that helps me use the best of my potential and talent and provides me an opportunity to achieve professional and personal aspirations in alignment with organization’s goals and objectives. |
| **ACADEMIC QUALIFICATION** |
| **2017**  **Capital Education, Dubai UAE.**   * Pursued Professional Diploma in Fashion Designing with Distinction   **2012**  **Middlesex University, Dubai**   * Pursued BA. (HONS.) in Business and Marketing with Upper Second Class   **2011**  **Centre for Executive Education, Dubai**   * Pursued Higher National Diploma in Business with Distinction   **11th Grade**  **Summer Fields School, Delhi, India**   * Commerce with Mathemathics, Central Board of Secondary Education (CBSE) acheived 80%.   **10th Grade**  **Summer Fields School, Delhi, India**   * Central Board of Secondary Education (CBSE) – 78% |
| **ACCOMPLISHMENTS** |
| **2017**   * **Bride Show, Abu Dhabi (Arab Fashion Awards) : Organised by Informa exhibitions.** * I competed against many Fashion Designing School’s and was selected as a finalist where I had to design an outfit inspired by U.A.E.   **2013**   * **Tanfeeth, Emirates NBD, Dubai, UAE** * I was awareded with an EXTRA MILER AWARD of december 2012. (Helpdesk—Coordinator). |
|  | **PROFFESIONAL EXPERIENCE** |
| **Freelance Fashion Designer**  ***Duration: 2015 to 2017***   * Worked as a freelance fashion designer for local designers. * Ran a small boutique from home for family and friends.   **Emirates National Bank of Dubai, Tanfeeth, Dubai, UAE**  ***Duration: February 2013 to January 2014***  **Designation :** Credit analyst & Processing Assistant in Tanfeeth Retail  Credit Cards Unit.  **MY ROLE:**   * Scrutinized profile customer history with the internal bank database, Central Bank and with Dubai police. * Involved in checking credit history of existing customers and their repayment track. * Performing exposure checks to find any liabilities such as Auto loans, Personals Loans, Credit cards and overdraft that customers have within the group companies. * Analysed non banking customer bank statements to check the external liabilities and account conduct. * Responsibility to look after High profile cases and make sure that it is done as per TAT standards. * Handling all queries from various departments and branches and coordinating with sales agents regarding any Discrepancy or Rejects on credit card applications. * Understanding policy and procedures for processing credit card applications. * Responsible for suggesting the credit limit for a customer according to his profile and liabilities and forwarding the recommended cases to the underwriters. * Efficiently handling daily team activities of MIS and EOD reports during the captain absence.   **Emirates National Bank of Dubai, Tanfeeth, Dubai, UAE**  ***Duration: July 2012 to February 2013 (as a temporary staff)***  **Designation*:*** Help Desk Coordinator / Declines Coordinator  **MY ROLE:**   * Registration of Credit Card applications. * Generation of application number. * Verification of the Documents essential for the credit card approval. * Employer and Customer Verification of approved Credit Cards. * Communication of complications in a file to the Retail Banking Executive and handling all sales queries via email. * Coordinating and resolving all discrepancies involved in the processing of credit cards by coordinating directly with the Sales Manager and the Assistant Sales Managers. * Handling Finacle CRM related queries. |
|  | **INTERNSHIP/PART-TIME WORK EXPERIENCE** |
| **2011**   * **Jumbo, Dubai :** Merchandiser for Blackberry (DU)   **2010**   * **ITP, Dubai :** Telemarketing * **Jacky’s, Dubai :** Merchandiser for Blackberry in GITEX   **2008**   * **Twickenham Discount Store, London, UK :** Sales Executive & Customer Service Agent |
|  | **RELEVANT PROJECTS** |
| * Created my own professional fashion portfolio. * Conducted numerous marketing research projects. * Analyzed several major companies’ marketing problems, strategies, current situations and solutions such as Tesco, and Wal-Mart from different perspective including: * Market Positioning * The Marketing Mix * Branding issues |
|  | **COMPUTER PROFICIENCY** |
| * Well versed with MS Office (Word, Excel, PowerPoint,Access), basic Photoshop and Data Entry as well. * Advanced Internet Research & Browsing and good typing speed. |