

# QANDEEL TAHIR

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## CAREER OBJECTIVE:

To secure a challenging position in an organization which will enable me to learn and develop my skills to achieve excellence in the work which I do and to make a meaningful contribution to the organization.

## PERSONAL INFORMATION:

**Father's Name** : TAHIR MAHMOOD  
**Date of Birth** : 12 OCT 1990  
**Religion** : Islam  
**Marital Status** : Married

## ACADEMIC EDUCATION:

	<u>EXAMINING BODY:</u>	<u>YEAR</u>
○ D.I.A(Diploma in Air Hostess)	The Spine Air Line Studies Institute	2014
○ Bachelor in Commerce	The University Of Punjab	2014
○ Intermediate of commerce	BISE Lahore	2011
○ Matriculation	BISE Lahore	2008

## PROFESSIONAL WORK EXPERIENCE:

**Organization:** 6-SMART UNION (COMMERCAIL BANK OF DUBAI)  
**Tenure:** DEC 15, 2023 to TILL DATE  
**Designations:** SALES EXCUTIVE



### Responsibilities:

- Deal in CREDIT CARD, PERSONAL LOAN, and CAR LOAN.
- Preparation of operational activities.
- Maintaining current record in physical and digital format
- Customer handing.

**Organization:** UNITED BANK LIMITED  
**Tenure:** JAN 2023 to DEC 2024  
**Designations:** RM (RELATIONSHIP MANAGER)



### Responsibilities:

- Build and maintain profitable relationships with all stakeholders/clients
- Deal in CREDIT CARD, PERSONAL LOAN, CAR LOAN, BANCA.NTB ACCOUNTS
- Updating of customers Risk Profiles KYC, carrying out Periodic review CDD, EDD
- To assist Line Manager for closure of audit book within stipulated timeperiod

**Organization:** THE BANK OF PUNJAB  
**Tenure:** JUNE 2021 to JAN 2023  
**Designations:** PB (PERSONAL BANKER)



**Organization:** BANK ALFALH LIMITED  
**Tenure:** APRIL 2019 to JUNE 2021  
**Designations:** BUSINESS DEVELOPMENT OFFICER



**Organization:** JS BANK LIMITED  
**Tenure:** JULY 2017 to FEB 2019  
**Designations:** B.COT



**Organization:** HBL (JUBLIEE LIFE INSURANCE COMPANY)  
**Tenure:** MAR 2015 to AUG 2017  
**Designations:** BSO



### ACHIEVEMENT AWARD:

- Quarterly bases achieve the targets & received certificates, on outstanding performance in 2017 & 2018.
- Top performance in 2015 for 3<sup>rd</sup> quarter.
- Warm up convention winner 2015.
- Best performance award 2016.

### COMMUNICATION AND INTERPERSONAL SKILLS:

- Outstanding command over verbal and non-verbal communicative & interpersonal skills.
- Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
- Confidently able to work independently or in a team to deal effectively with educators & employees.
- Flair to organize & prioritize tasks to meet deadlines.

### CERTIFICATION/ ADDITIONAL SKILLS:

- MS Office
- MS Excel

### HOBBIES:

- Reading Books
- Internet Surfing

### LANGUAGES:

- Urdu
- English
- Punjabi

### REFERENCE:

Will be furnished upon request.

