

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 3rd 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.

