



SAHER BATOOL

ABOUT ME

CONTACT INFO

- +971542813614
- Batoolsaher090@gmail.com
- International City Dubai

LANGUAGES

- English
- Urdu
- Hundi
- Punjabi

ACHIEVEMENTS

Certified Universal Banker,MDC Lahore

INTERESTS

Working in a highly motivated & competitive environment where I can meet different kinds of people to learn more about them. Travelling Painting



WORK EXPERIENCE

- THE EDUCATORS SCHOOL

Teacher

Major subjects Mathematics+ COMPUTER + English

12/04/2017 - 11/11/2018
- Allied Bank limited

Universal Banker

Generate and maintain profitable customer relationships while satisfying and exceeding customer financial needs and expectations, thereby defining great customer experience. Established customer relationships by building and maintaining profitable relationships with customers characterized by mutual respect, understanding, and trust. Participate in monthly/quarterly audits Cash handling Participate in branch/market meetings Maintain compliance standards Telemarketing Provide customers with exceptional service while processing transactions Provided expert financial advice on personal finance -Cash handling -Problem resolution- Open Accounts -Cash Handling

07/01/2019 - 07/12/2022
- GMC Documents Clearing Services UAE

Immigration Consultant

Responsible for counseling the clients, and their enquiries selling Immigration products & services, over the phone, through email & in person. • Counsel the clients with upgraded immigration information, Give clear and accurate information based on the current immigration visa laws & policies.

04/01/2023 - 20/05/2023
- Al Turab Food stuff and Cosmetics Trading L.L.C

Accountant+Sales Demonstrator +Staff Supervisor

Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities. Accomplishes staff job results by coaching, counseling, and disciplining employees. Plans, monitors, and appraises job results. Conducts training. Manage all accounting transactions. Prepare budget forecasts. Publish financial statements in time. Handle monthly, quarterly and annual closings. Reconcile accounts payable and receivable. Ensure timely bank payments. Compute taxes and prepare tax returns. Manage balance sheets and profit/loss statements.

26/05/2023 - 05/08/2024
- Sulfa Finance Marketing

Sales Executive

promoting and selling credit cards to potential customers. They identify customer needs, explain the benefits and features of various credit cards, and guide them through the application process.

18/10/2024 - 15/11/2024

- Part time work

20/10/2024 -
20/11/2024

Home Tutor

Conducting and creating personalized tutoring sessions and giving extra help to students who lack in studies and have academic deficiencies. Structure different activities and exercises to make sure students grasp all the concepts. Provide extra assistance, guidance, and counseling to students whenever they need it. Maintain a friendly and comfortable relationship with the students. Always move and plan ahead at the students' pace. Always listen to the concerns and feedback of students. Help them in achieving higher grades in their examinations.



EDUCATION

- Hajvery University
Lahore

2015-17

BSc [Mathematics,Statistics, Customer]

3.2 CGPA



ADDITIONAL

I am a hard-working and driven individual who isn't afraid to face a challenge. I'm passionate about my work and I know how to get the job done. I would describe myself as an open and honest person who doesn't believe in misleading other people and tries to be fair in everything I do.