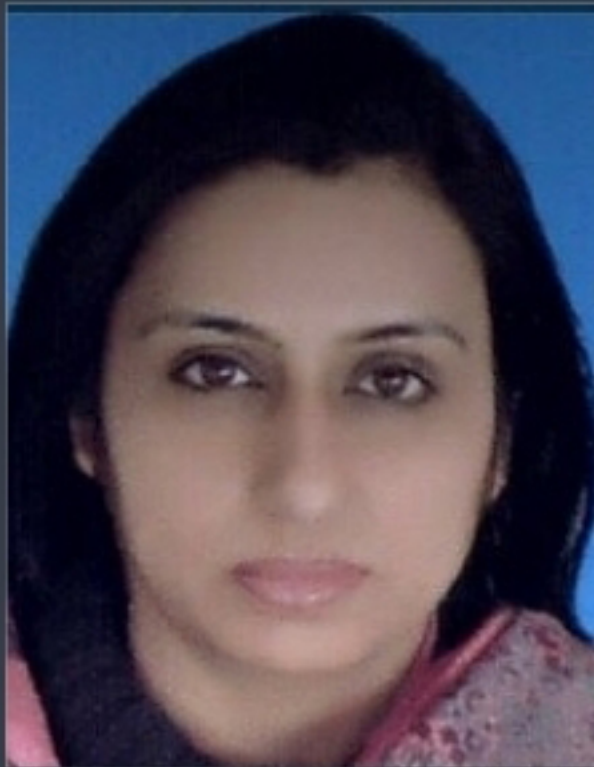


Sadia Tahir

Banking operations/ customer services



Personal Info

Address

Silicon heights,Silicon oasis,Dubai

Phone

00971508543034

E-mail

Sadiabeig25@gmail.com

Marital status

Married

Visa status

Spouse visa

Instagram

Sadia tahir

LinkedIn

linkedin.com/me/sadia-tahir

Skills

MS Office



Advanced

Customer services



Advanced

Team Player



Advanced

Presentation skill



Advanced

Multi tasking banker with +10 years experience of banking in different departments.

Flexible, reliable, honest and dedicated accompanying ability to work well with others as well as an independent and a quick learner.

To achieve optimum level of proficiency in the field by applying my knowledge of training and development and learning new and advanced techniques, to experience their practical implementation and adding value to the organization.

Experience

2006-01 -

2015-02

Incharge Operations

BANK ALFALAH LTD

- Manage the day to day transactions according to my job.
- Provide maximum services to customers.
- Managing all the issues of department.
- Keep updated regarding to bank policies and procedures, relevant prudential regulations and ensure their compliance.
- Account opening/scrutiny of Account opening forms and cheque book issuance.
- To make sure that required KYC documentation, as required under prudential regulation, is obtained properly kept in record and fed into the system.
- Maintain data of zakat, zakat declaration form, hold mail as per procedures.
- Monthly reporting to head office.
- Keep all record properly.
- Responsible for payment of bills.
- Responsible for issuance of FDD/FTT .
- Responsible for checking daily activity.
- Responsible for keeping all vouchers record.

2005-06 -

2006-06

Customer Services Officer

Askari Bank Ltd

- Provide maximum services to customers.
- Achieve/Exceed professional requirements which are essential for job.
- Responsible to guide customers about bank products, BANK policies requirements regarding different types of accounts.
- Replying to customer's queries regarding account opening forms.
- Managing all the issues of department.

Education

1999-09 -

2001-06

Quaid E Azam University Islamabad

- M.Sc Economics with 69 % marks

1996-09 -

1998-04

Viqar un Nisa College Rawalpindi

B.A. in Economics with 2nd Division

1994-09 -

1996-04

Viqar un Nisa College Rawalpindi

F.A. in Economics with 1st Division

2002-09 -

2003-08

Viqar un Nisa College Rawalpindi

PGD-IT with 70 % Marks