



HIRA MAQSOOD UL HASSAN

Objective

Desire a position where I can utilize my knowledge and experiences with a career growth potential. I would like to work dedication, determination, and enthusiasm to obtain the organizational goals in synchronization with the management. I believe in result- oriented hard work along with quest for self- satisfaction.

Contact

Phone

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Email

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Address

Sharjah, United Arab Emirates

Personal Details

Nationality

Pakistani

Date Of Birth

16/12/1992

Visa Status

Family Visa

Education

Masters (H.R.M)

Virtual University, Pakistan
2022

BSC (Computer Sciences)

Bahauddin Zakariya University, Pakistan
2014

Languages

- English
- Urdu

Experience

❖ Relationship Manager

November 2019 – July 2022

Soneri Bank Ltd.
Pakistan

The position is primarily responsible for achieving allocated targets within a set time frame and maximises sales with contributions towards achievement deposits, new account openings dealing with new customers as well as banca assurance.

❖ Customer Services Officer

January 2016 – October 2019

Apna Micro Finance Bank Ltd.
Pakistan

Deals with New account opening, Deals with Clearing, Inward and outward clearing, Cheque book, Master cards, Start of day activities, Logins of complaint.

❖ Admission officer

June 2014 – July 2015

Barani institute of science .
Pakistan

Deals with new admissions, file management, fee records, students queries, event announcements etc.

Expertise

- Customer Services.
- Very much committed towards learning.
- Knowledge sharing and Team work.
- Administration and leadership qualities.
- Flexible handling a variety of tasks.
- Marketing Skill.
- Effective communication Skill.
- Microsoft Office.
- Project management.
- Strong decision maker.
- Complex problem solver.
- Innovative.
- Service-focused.