

MADIHA KABIR

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Professional Summary

Interested in putting my experience and education to good use in order to build a long-term career in the banking industry.

Focused on customer service

Motivated

In fast-paced environments, works well in teams as well as independently.

Well-qualified

Looking forward to taking on a new challenge with a successful team.

Customer service is a priority.

Skills

- Business Strategy
- Creative thinking
- Compliance, banking laws and regulations
- Business Development
- Multimedia presentations
- Strong interpersonal skills

Education

B.COM – Bachelor of Arts - 2012

Punjab College Shahab Pura Campus (Official) – Sialkot, Punjab

Work History

Relationship Banker – February, 2017 to January, 2019

Habib Bank Limited – Lahore, Punjab

- Created new customer accounts, such as checking, savings, and credit lines.
- Handled sales referrals and promoted bank services and products, increasing branch sales by [Number] %.
- Answered questions from clients and members of the relationship management department's team.

Junior Accountant – April, 2015 to February, 2017

The Educators School – Sialkot, Punjab

- Contacted customers to request one-time or negotiated installment payments for outstanding balances.
- Preparation of purchase, sales, and inventory management reports
- Created and maintained customer accounts, including interactions, payments, and personal data.
- Help with invoicing on a daily basis.
- Created journal entries and entered them into the system with the help of [Software].