



## HAFIZA AMBREEN ISHAQ

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Location: Dubai (UAE)

## SKILLS

- Positive Attitude
- Project Management
- Multi-tasking
- Creativity
- Customer Service Skills
- Communication
- Problem-solving
- Professionalism and strong work ethic
- Leadership

## PERSONAL INFORMATION

Father's Name: Muhammad Ishaq

CNIC: 42201-3906634-2

Passport: AF3786343

DOB: 3<sup>rd</sup> Sep 1994

Marital Status: Single

Religion: Islam

## SUMMARY

Intend to build on a career with a prestigious organization with committed and dedicated people, and to become an effective team member in a progressive environment that offers balanced mix opportunities and challenges for me to achieve organizational and professional objectives.

## EXPERIENCE

**Bank Al Habib Limited (RDA)** Nov 2021 – Present

- Portfolio Manager  
(Investments, Consumer Financing, Deposit mobilization, NTB)
- Business Analyst  
(Daily MIS Reporting)
- Compliance and Re-profiling  
(Documentation, debarred check, E-KYC Transaction Monitoring)

## RESPONSIBILITIES

- Delivery of hassle-free services to customers and key activities include managing existing key customer relationships.
- Take ownership responsibility for error-free execution of account opening and day-to-day transaction banking and service requests in growing the deposit and business.
- Provide the best services and need-based solutions to customers.
- Cross-sell bank products and services based on customer needs, in accordance with the bank's program standards. Managing a portfolio of deposit USD 3.5 million with RDA customers.
- Making proactive client calls, responding swiftly to client requests, and taking timely decisions to enhance the portfolio.
- Identifying and correcting data inconsistencies, handling missing values, removing duplicates, and formatting data for analysis.
- Implementing quality checks to ensure data accuracy and reliability.
- Organize and collect information to assist the relationship manager(s) in executing sales strategies and post-sales maintenance.
- Analyzing sales data, identifying trends and opportunities, developing strategies to increase sales, and providing insight to the sales team.
- Monitoring bank transactions for signs of money laundering, fraud, or other illegal activities.
- Reviewing financial transactions to ensure that all accounting entries are accurate and reconciled as per customer KYC.
- Identity of the account holder using reliable and independent documents, data, or information.
- Arrange documents from customers and make KYC according to the profile of the customer and expected turnover of the account, keeping in view the financial status and nature of business of that customer.

