

AYESHA SIDDIQ

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CAREER OBJECTIVE:

To pursue a career in **Teaching / HR / Administration / Marketing or Customer Services** and looking for a challenging and dynamic environment that provides opportunities for career development

PROFILE

- Over 1 Year Experience in Banking sector in Pakistan. Additionally, have teaching experience for the period of 1 year at Superior College.
- Professionally qualified with **MBA in Marketing and BEd**.
- Well experienced in computerized accounting environment & MS Office.
- Sound knowledge on Digital Marketing, Computer Hardware and Software.
- Have detailed knowledge of Marketing.
- Possess demonstrated ability to work effectively and congenially with employees at diverse levels.
- Strongly commercial with excellent communication skills in **English/Urdu** and influencing skills.
- Possess excellent analytical, management, administration & problem-solving skills.
- Highly organized, ability to work under pressure in fast paced environment meeting deadlines successfully.

PROFESSIONAL EXPERIENCE

- ✚ **Superior College**, Pakistan, Lecturer for Marketing Subject, January 2018 to December 2018.
- ✚ **Internship**, Muslim commercial Bank, Pakistan Oct 2017 to Dec 2017
- ✚ **HR Assistant & Administration**, Allama Iqbal open university Islamabad, Jan 2017- Sept 2017
- ✚ **Online Marketing**, Alliance in Motion Global Incorporated, Pakistan, Jan 2016 to June 2016

JOB PROFILE – Lecturer

- As a lecturer at Superior College, I used to provide lecture for the Marketing Subject.
- Assessment of submission of Assignments by the students.
- Preparation of yearend report for the students with a volume of around 30 students.
- Handling the administration tasks of the college when it was required.
- Attendance of students were being updated on daily basis to the Administration Department.
- Providing Training to new joiners when required.

JOB PROFILE – Customer Service and Marketing:

- Remain a main point of contact for Customers for the insurance related issues.
- Handling the complaints from the bank customers for the ATM card related issues.
- Assisting the new customers in the opening of account.
- Presenting the daily report to the branch manager for the ATM card and cheque book being issued to the customers.

- Handing over the cheque book and ATM Card to the customer after having the appropriate verification required as per the company policies.
- Performing remittance transactions i.e. Cash Express and Money Express.
- Promoting the insurance products offered by the banks i.e. Life Insurance from Adamjee Insurance and further updating the customer accounts.

JOB PROFILE – HR Assistant & Administration

- Preparing/computing the final settlement of employees
- Prepares the monthly report for the utility bills (WAPDA, PAKTEL) for submission to Accounts Department for preparation of cheques for payment
- Prepares offer letter, warning letter, employment certificate and inter university memos required for the day
- Create, organize, update and maintain personnel files and the HR database using Petty Soft Reminder and Excel spreadsheet
- Perform other duties and activities as assigned by the Faculty & Controller of examinations within the physical constraints of the job.
- Supports special projects and completes other responsibilities associated with the position as may be appropriate.
- Coordinates with different government agencies and manpower agencies for the recruitment of Assistant professors

JOB PROFILE – Marketing Representative

- As a marketing representative promoting company products to the customers.
- Providing complete information about products features, ingredients and usage to the customers.
- Satisfying the customers about benefits of products.
- Providing information to the customers about the upcoming products being soon offered by the company.
- Making the contact with customers after the sale being done in order to know the level of satisfaction of the customers.
- Recording the contact details of the customers in order make them aware of new products and services offered by the company.

PROFESSIONAL QUALIFICATION

- **MBA Marketing**, National College of Business Administration and Economics, Pakistan
- **B-ed**, Allama Iqbal Open University, Pakistan.
- **B Sc in Computer Sciences**, Virtual University, Pakistan

COMPUTER SKILLS

- MS-Office
- Email and Internet Operations.

PERSONAL DATA

Gender : Female

Nationality : Pakistani
Marital Status : Married
Date of Birth : 23rd March 1990
Place of Birth : Pakistan
Languages : English, Urdu
Visa status : Residence Visa
Passport No : HH 5469871