

NARMEEN SIDDIQUI

Professional Title

+92 3142172040 @ narminsiddiqui@gmail.com Karachi, Pakistan

SUMMARY

I am a dedicated professional with a strong background in customer service and education. With experience as a Phone Banking Officer, I excel in handling customer queries and facilitating operations. I hold a Bachelor of Commerce and possess exceptional organizational and communication skills. My goal is to leverage my expertise to contribute positively to an organization while continuing to develop my professional growth.

EXPERIENCE

Phone Banking Officer 05/2016 - 02/2018
Silk Bank Karachi, Pakistan

A banking institution providing various financial services.

- Encountering customer queries
- Making reports of queries and their recommended resolutions
- Facilitating various operations
- Providing detailed information about customer portfolio
- Catering to customer complaints

Teacher (Math's & English) 01/1970 - 01/1970
Aligarh Schooling System Karachi, Pakistan

An educational institution.

Admin Head and In Charge 01/1970 - 01/1970
S.S.M School Karachi, Pakistan

An educational institution.

EDUCATION

Bachelor of Commerce (B.COM) 01/2012 - 01/2016
University of Karachi Karachi, Pakistan

Intermediate 01/2009 - 01/2012
Agha Khan Government College Karachi, Pakistan

Matriculation 01/2006 - 01/2009
Board of Secondary Education, Karachi Karachi, Pakistan



STRENGTHS

☆ Professional Skills

Exceptional communication and organization skills.

LANGUAGES

English Proficient ●●●●●

Urdu Beginner ●●●●●

COURSES

English Language

Typescript

HTML

CSS