



Sobia Sadiq.

Banker

DHA Phase 2.Karachi.

Contact : 03333606015
Email : sobiaarf1728@gmail.com

OBJECTIVE

Passionate about teaching and IT, I aim to inspire and educate others through my expertise in education and technology. Dedicated to continuous learning and innovation in both fields.

SKILLS

- Programming language:
 - . HTML
 - . CSS,
 - . JavaScript,
 - . Typescript.
 - . Next js

Microsoft Office:
. Word, Excel, PowerPoint,

Graphic design:
. Canva,
. Adobe Photo shop.

Video Editing

REFERENCE

shall be furnished upon request

SUMMARY

Currently enhancing skills in GenAI, Web3 and Metaverse through the Governor Sindh Initiative.
Experienced educator and banking professional with a background in teaching and in handling various banking operations.

ACHIEVEMENTS & AWARDS

National Testing Services Exam:
Successfully passed the NTS exam, demonstrating a strong proficiency and qualification for teaching positions.

KASB Bank Officer of the Month:
Recognized as the Officer of the Month at KASB Bank for exceptional performance and dedication to providing outstanding customer service and operational efficiency.

EXPERIENCE

NASRA School

Teacher

Duration : 2018 - 2019

- As an English, Social Studies, and Economics teacher,
- I lead students in exploring language, history and economic principles.
- Design dynamic lessons, encourage critical thinking, and foster a deep understanding of each subject.
- My goal is to empower students with valuable skills and knowledge that extend beyond the classroom.
- My role involves planning and executing lesson plans.
- Assessing student progress, providing feedback, and fosterin a positive learning environment conducive to academic growth and personal development,
- Also the member of "Faculty of NASMUN."

Habib Metro Bank

Operation officer

Duration : 2012 - 2016

- As an Inward Cheques clearing officer my role was to involves processing incoming cheques received from all branches of bank.
- I carefully examined each cheques for accuracy, including verifying the amount, signature, and other relevant details.
- Using banking software and systems, I inputted the necessary information and ensure that cheques was wrote correctly for clearance and settlement.
- My attention to detail and adherence to banking regulations help to facilitate smooth and efficient processing of cheques, contributing to overall customer satisfaction and operational excellence.
- In HMB, I Started my job ,As an online banker, I facilitated digital banking transactions, assist customers with account management, and provide support for online banking services.

KASB Bank

Online Banker

Duration : 2010 - 2012

- As an online banker , I deliver a range of financial and non-financial services to customers through digital platforms.

- I handle account management, process transactions, offer personalized financial guidance, and address customer inquiries promptly and effectively.
- My aim was to ensure seamless and satisfying banking experiences for every client.

Target Logistic Freight

Import Sales officer

Duration : **2009 - 2009**

- As an import sales representative, My role involves identifying potential clients interested in importing goods, presenting them with our product offerings, negotiating terms and prices, and ensuring smooth transactions from order placement to delivery
- I strive to meet sales targets, build strong relationships with clients, and provide exceptional customer service throughout the import process.

Standard Chartered Bank

Online Banker

Duration : **July 2007 - Oct 2007**

- As an online banker, responsible for delivering comprehensive financial and non-financial services to customers through digital channels.
- This includes assisting with account management, facilitating transactions, providing personalized financial advice, and addressing customer inquiries and concerns promptly and effectively.

Expo Aviation

Operation Coordinator

Duration : **2003 - 2005**

- As an Operations Coordinator for a cargo airline based in Sri Lanka, I oversee the logistical aspects of cargo transportation.
- This includes coordinating flight schedules, managing cargo loading and unloading processes, ensuring compliance with safety regulations, and liaising with ground staff and other stakeholders to ensure smooth operations.
- My role is crucial in maintaining efficiency and reliability in the transportation of goods.
- Communication is a key aspect of my role, as I regularly interact with consignees both across and within the country to facilitate smooth delivery and address any concerns or inquiries they may have.
- I also prioritize maintaining up-to-date financial records to ensure accurate billing and timely financial recovery for services rendered.
- Overall, my goal was to ensure the seamless and reliable transportation of cargo while providing excellent customer service to all stakeholders involved.

EDUCATION

Karachi University

Master Economics & Finance

Passing Year - **2008**

Government College of Commerce & Economic

Bachelor of Commerce

Passing Year - **2004**

Government College of Commerce & Economics

I.com

Passing Year - **2002**

Happy Home secondary School

Matriculation

Passing Year - **1999**

SOCIAL LINK

Facebook: <https://www.facebook.com/asif.farzam.75>

LinkedIn:<https://www.linkedin.com/in/sobia-sadiq-04abb9304/>

YouTube:<https://www.youtube.com/@MFwebstudio>

TRAINING

Developing 21st Century skill through project - based Learning : Implementation , Assessment , Impact held at Agha Khan University.

Skill based Education NASRA School

Training courses.

- Communication Myth.
- Discipline without stress
- Excel for class Result sheet.
- The Art of saying "No".
- Teaching speaking skill through simulation.

General Banking

Web Banking

Money Gram