

MARIA BATOOL

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Masters in Economics with experience at Habib Metro Bank and a one-year HR internship. Skilled in recruitment, employee relations, and HR administration, alongside strong knowledge of financial analysis and banking operations. Currently completing the final semester of a Bachelor's in Education, combining strong analytical and interpersonal skills to support organizational growth.

EXPERIENCE

OCTOBER 2024-
AUGUST 2025

HABIB METRO
BANK

RELATIONSHIP OFFICER

- Developed and maintained strong client relationships, ensuring high levels of customer satisfaction and loyalty.
- Achieved sales targets through cross-selling and up-selling of banking products.
- Handled customer inquiries, resolved issues promptly, and ensured smooth service delivery.
- Assisted clients with banking products and services, providing tailored financial solutions to meet their needs.
- Collaborated with internal teams to support account management and business development goals

MARCH 2022-
MAY 2023

RIPHAH
INTERNATIONAL
UNIVERCITY

HUMAN RESOURCE INTERNSHIP

- Assisted in recruitment processes, including screening resumes, scheduling interviews, and coordinating with candidates.
- Supported onboarding activities by preparing documentation and guiding new hires through orientation.
- Maintained and updated employee records, ensuring accuracy and confidentiality.
- Assisted HR team in performance appraisal documentation and employee engagement activities.
- Coordinated training sessions and workshops to support employee development.

EDUCATION

SEP 2020

MSC ECONOMICS

Pakistan institute of development economics (PIDE)
CGPA 3.45

OCT 2018

BACHELOR IN SCIENCE (BSC)

Qaid-e-Azam university (QAU)
Bachelor in science with the combination of math, statistics and economics

Skills

- MS Office Suite (Word, Excel, PowerPoint)
- Data Entry & Documentation
- Email & Report Writing
- HR Administration Support
- Customer Relationship Management
- Communication & Interpersonal Skills