

HABIBA MANZOOR

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PROFESSIONAL SUMMARY

Motivated Accounting and Finance graduate with practical experience in banking operations, customer service, and client relationship management. Skilled in communication, financial reporting, CRM systems, and operational coordination.

PROFESSIONAL EXPERIENCE

Accounts & Administrative Assistant | Remote | 06/2025– 01/2026

- Managed bookkeeping records and expense documentation
- Processed invoices and maintained payment records
- Prepared reports and ensured accurate record management

Islamic Finance Trainee | Meezan Bank/IBA CEIF | 11/2024 – 01/2025

- Completed comprehensive training in Sharia-compliant banking products and Islamic financial instruments
- Analyzed and evaluated risk management frameworks specific to Islamic banking operations
- Participated in live case studies on contemporary Islamic banking practices and regulatory requirements

Operations & Client Coordination Executive | Falcon Leads | 04/2024 – 08/2024

- Managed CRM records for 100+ clients, ensuring accurate data management and efficient client tracking.
- Coordinated between clients and internal departments to ensure smooth operational workflow
- Prepared daily performance and operational reports while maintaining 95% on-time task completion

Banking Intern | Muslim Commercial Bank | 11/2023 – 01/2024

- Assisted customers with account inquiries and banking transactions, building expertise in banking operations
- Managed customer documentation and organized filing systems ensuring regulatory compliance
- Developed foundational knowledge of banking procedures, cash management, and compliance requirements

EDUCATION

B.S. Accounting and Finance

National University of Modern Languages | 2020 – 2024 | Rawalpindi, Pakistan

CORE COMPETENCIES

Banking Operations • Customer Service • Communication Skills • Relationship Management • Financial Reporting • CRM Systems • Problem Solving • Microsoft Excel