



Shazia Iqbal

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971-56-876-4834
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Throughout my career, I have built strong relationships with key stakeholders, including clients, regulators, and internal teams, contributing to high customer satisfaction and sustainable growth. My leadership skills and a keen eye for detail enable me to lead cross-functional teams, mentor junior staff, and contribute to overall business strategies.

Educational Background

**Agriculture University,
Faisalabad**
Mumbai
M.A (Economics)
2008

**Govt. College for Women,
Bakhar**
B.A
2006

**Govt. College for Women,
Sargodha**
F.sc
2004

Skills & Proficiencies

- Financial Services Expertise
- Client Relationship Management
- Risk Management and Compliance
- Strategic Banking Operations
- Leadership and Team Management
- Financial Analysis and Advisory
- Problem Solving and Decision Making
- Customer Experience Enhancement

Work Experience

Relationship Officer • Finmart Financial Services May 2024–Till Date

Identifying potential customers through various channels such as in-branch referrals, online leads, partnerships, or direct sales. Using customer data and analytics to identify trends, improve strategies, and drive performance. Handling disputes or complaints related to billing errors, card mischarges, fraud, or account management.

Relationship Manager **Dubai Islamic Bank** April 2018–April 2024

*Generated Fresh Portfolio of Rs: 500 Million
Managing Sales Team
Selling Consumer Products (Auto, Home Loan, Personal Finance)
AML Alerts Respond daily*

Universal Teller. • Officer

Dubai Islamic Bank Pakistan
July-2013–March 2018
*Reconciliation and Balancing of Different GL.
Dealing with Foreign Currencies and PKR.
Manage all the regulations of SBP like weekly and monthly reporting of branches, cash indent, disposal of soiled currency, etc*

Social Mobilizer

• National Tuberculosis Program
Feb 2010–Dec-2012
*Making Presentation for Community Coalition meeting.
We are conducting and arranging successful events.
Maintain proper paperwork of events with facts and figures.
To work for patient empowerment for TB control.
To work for health education regarding TB.*

Laila Kumar

123 Anywhere St., Any City

www.reallygreatsite.com | hello@reallygreatsite.com

16th March 2025

Dear Mr. Sanil,

Sanil Singh
Director of Marketing
Kumar and Partners Inc.
123 Anywhere St.,
Any City

A cover letter is a three- or four-paragraph document to an employer explaining your interest in a specific job. It's a one-page letter that is usually attached to your resume. This letter should also highlight your fitness for the advertised role.

Writing a cover letter as a mid-career professional is a bit different. But first, start with how you found out about the career opening and why you're interested in the job position. Be specific: use the correct names and titles.

As you write this letter, use clear and readable words. You want to come across as professional and approachable, but not overly formal.

Next, provide examples of why you're the right person for the job.

- Don't hesitate to use bullet points and include numbers that showcase your achievements.
- Rather than simply describe what you've done in previous jobs, show the recruiter or hiring manager what you can bring to the role.
- Express your passion and excitement to be part of the company and the team.

Finally, provide your contact information and how you prefer to be reached. Offer to meet with the reader at their earliest convenience. Thank them for their time and attention and let them know that you look forward to hearing from them soon.

Before you send your cover letter, read your draft out loud to quickly spot errors and wordy sentences. You can also ask a friend to review your cover letter. Good luck on your job search.

Yours sincerely,

Laila Kumar