

HASINA KHATOON

+971565630602 · imhasina.r@gmail.com
208 Salman obaid building., Al nahda2 Dubai

PROCESS ASSOCIATE -PROCESSOR

SUMMARY : 4 + year of experience as a Enthusiastic and adaptable professional processor in Banking industry with 1 year of experience in disbursal team As a maker for checking discrepancies and 3 years of experience in administrative roles. Skilled in customer service, document handling, and administrative support. Adept at multitasking, problem-solving, Knowledge of regulated financial services and banking industries Detailed understanding of asset product in depth understanding of the internal process, procedures and internal systems.Coordinate with loan officers, underwriters, and other relevant departments to ensure timely processing.

STRENGTHS AND EXPERTISE

Report Preparation	Data processing skills	Decision Making skills
Interpersonal Skills:	Document Control	Typing skills
Customer Service skills	Microsoft office	Computer knowledge
Problem Solving skills	Administrative Skills:	Multitasking
		Organization

PROFESSIONAL EXPERIENCE

EMIRATES NBD BANK. - Dubai, UAE

December 2021 - AUGUST 2022

PROCESS ASSOCIATE -Auto loan department-Maker

RESPONSIBILITIES:

- Data Entry: Responsible for accurately entering data related to Master record registry (MDR) or any other information into various systems.
- Document Management: Responsible for executing daily tasks from various documents such as databases, spreadsheets, and other records
- MIS preparation
- Handled auto loan files processing through various platforms like FinnonAS, Finacle EI/ENBD, Doc Safe, Sigcap, DDS, Web Form.
- Verified crucial documents such as LPOs, DDA forms, quotations, promissory notes, and salary certificates.
- As a Maker processing discrepancies files move forward for disbursal
- Ensured confidentiality and accuracy by adhering to document control procedures.
- Completing daily task using Microsoft excel and other office software,
- ensuring all data is accurately recorded and easily accessible for team members.
- Collaborated with team members to streamline processes, enhancing efficiency and reducing processing time.
- Participated in training sessions to stay updated on the latest financial software and compliance regulations.
- Assisted in preparing monthly reports, offering insights and recommendations to improve operations and meet organizational goals.
- Maintained a meticulous filing system to ensure all documentation is organized and readily available for audits or reviews.

AKP marketing management - Dubai
Front office Administrator

November 2022 - April 2024

Cash Master Marketing solutions - Chennai, India
Front office Administrator

February 2018 - APRIL 2020

Accomplishments:

- Welcomed clients and visitors, assisting them in
- navigating the office.
- Managed administrative tasks including copying,
- faxing, note-taking, and travel arrangements.
- Maintained workplace security by managing visitor
- logs and issuing badges.

EDUCATION

Justice Basheer Ahmed sayeed college for women. (2012-2015)

Bachelor of Computer Application

NKT NATIONAL GIRLS HIGHER SECONDARY SCHOOL (2010-2012)

Higher secondary

LANGUAGES

- English
- Hindi
- Urdu
- Tamil

DECLARATION

I hereby declare that all the above information is correct and accurate

HASINA KHATOON