



FARINA SHAIKH

PHARMACIST

CONTACT

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PERSONAL DETAILS

Current Address: Muweillah (Sharjah)

Nationality: Indian

Date of Birth: 1st May, 1987

Marital Status: Married

Religion: Islam

Visa Status: Residential visa

Languages Known:

English, Hindi, Urdu & Marathi.

IT SKILLS

- Proficient in MS Office
- MS Word
- Excel
- Email & Internet Applications

HOBBIES

- Computer
- listening to music
- Reading books
- Visiting new place and people

PERSONAL SUMMARY :-

A highly competent, motivated and enthusiastic with experience of working. Approachable, well presented and able to establish good working relationships with a range of different people.

A talented Product Promoter with huge experience in inducing retail stores to sell particular products and market them effectively; creating public interest in buying products by demonstrating items to prospective customers and answering their question.

I will work to the best of my ability, using my knowledge and my skills.

I will try to Grasp all the assignments and tackle all the problems I face in any situation. I will Work hard for your organization.

WORK EXPERIENCE :-

➤ ADCB :-

Landing service associate/Analyst

Jan 2022 – Present

- ★ Reviewing , Analyzing and approving complex retail products such as personal loans and credit cards, over drafts for individuals within bank policy and central bank guidelines.
- ★ Fulfill daily application target (like Credit card / Personal loan/ Auto loan / Self-employed/WMS/New COB certation)
- ★ Performing analysis of the credit transactions by reviewing the credit scores and credit quality.
- ★ evaluation of debt to income ration credit score.
- ★ To Review, ermine and underwrite loans to ensure soundness and compliance.
- ★ Involved actively in team meetings conducted by policy team regarding the portfolio performances.

- ★ Evaluate accounts and customer documents as per banks policy and central bank guidelines.
- ★ Application process, reviewing applicant information, and calculating financial risk to determine whether or not to approve loans.
- ★ Ensure that all approved applications comply with bank criteria.
- ★ Analyze active loan files on a regular basis and recommend solutions to speed up the loan process.
- ★ Submit loan applications in a timely manner.
- ★ Customer CPV.

➤ **Azzite Claims and recovery services :-**

Recovery Team Co-Ordinator

Jan 2022 – Dec 2021

- ★ Had worked on the bucket and write-off cases extensively. (Cards & Loans)
- ★ Handling a team of written-off portfolios. (Cards & Loans)
- ★ Responsibilities include achieving monthly team targets, reporting to client and internal managers, providing feedback, and client meetings.

➤ **Pinnacle Flying Migration services :-**

Sales Executive

April 2021 – Dec 2021

- ★ Grow and manage a sales lead pipeline to provide ongoing phone / e-mail assistance, and / or reminders to potential customers who opt not to sign up over the phone.
- ★ Make sale appointments with clients.
- ★ Meet with clients and prepare all required documents.
- ★ Review and ensure that all of the information provided by client is accurate and correct, preparing and checking all the documents.

- ★ Manage records of the clients.
 - ★ Maintained friendly and professional customer interaction.
 - ★ Providing customers with quotations and proactively following them up with an outbound call.
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➤ **Rhapsody Advertising LLC/Du Channel Partner :-**

Telesales Executive (WFH)

Sep 2020 – Feb 2021

- ★ Placing outbound phone calls to potential leads.
 - ★ Maintained relationships of both internal and external clients.
 - ★ Worked well with a team.
 - ★ Maintained a polite and professional telephone manner.
 - ★ Maintained and updated sales activity records.
 - ★ Stay informed of current competitive offers and products in order to position company products/services in a confident manner.
Provides accurate information to the customer. Explain products and policies so the customer in a clear, concise manner.
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➤ **Thumbay MetLife Pharmacy Dubai :-**

Trainee pharmacist and insurance coordinator

Aug 2017 - Jan 2018

- ★ Prepares insurance forms and associated correspondences.
 - ★ Assisting Pharmacist in insurance processing and billing.
 - ★ To coordinate and co-operate with colleagues of the same department and other related departments for smooth running of Insurance operations
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- ★ Supporting their ultimate goal of ensuring that drug therapy is carried out safely and successfully.
 - ★ Typing documents and distributing memos.
 - ★ Handling incoming / outgoing calls, correspondence and filing
 - ★ Faxing, printing, photocopying, filing and scanning.
 - ★ Prepares medications for pharmacist to dispense.
 - ★ Communicate With Prescribers
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➤ **O₂ MedLife Pharmacy Dubai :-**

Trainee pharmacist and insurance coordinator

Oct 2012 - July 2014

- ★ Daily merchandising all medicine and general items.
 - ★ Checking medicine and general items expiries every month end.
 - ★ Prepare near to expiries (before 6 months) medicine and general items in different shelf.
 - ★ Used to get online approval for insurance.
 - ★ Prepare set of insurances of different insurance companies and send every end of the month to head office.
 - ★ Greet customer and educate them about the company products.
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EDUCATIONAL QUALIFICATION :-



Diploma In Pharmacy

G.M. College of Pharmacy in Bangalore



H.S.C

Nirmala College Mumbai University India



S.S.C

St. Anthony's High School Mumbai



I.T

Certificate In Information Technology.
Govt.Recg.

**I hereby declare that all the information submitted above is true and Original
to the best of my knowledge.**