

Tooba Idrish

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An enthusiastic and organized individual willing to be able to maximize my skills, potential, and capabilities for professional growth. Determined to gain hands-on experience in a professional environment, develop practical skills, and contribute positively to team goals.

Experience

Summer Intern - Credit Administration & Control Department QIIB (Qatar International Islamic Bank), Main Branch, Doha - Qatar

July 2025 - Ongoing

- Gained exposure to the operational workflow of the Credit Administration and Control functions within the bank
- Developed familiarity with various loan products and their specific requirements.
- Examined Sale Contracts to ensure authenticity of client details, loan amounts in words and figures, and repayment terms.
- Reviewed and verified clients' loan documents to confirm accuracy, compliance with loan requirements, and adherence to bank policies and credit procedures.
- Validated cheques for accuracy, authenticity, and compliance with bank requirements, including signatures, mandatory stamps, and alignment with approved loan terms.
- Acquired practical knowledge of credit administration systems, loan classification, types of collateral, and regulatory guidelines.

Customer Service and Facilities Student Assistant in Sport and Wellness - University of Doha for Science and Technology (UDST), Doha - Qatar

May 2024 - June 2025

- Interact and communicate with customers, handle inquiries, and resolve issues efficiently.
- Manage reservations, calls and bookings for different UDST facilities for smooth operations.
- Maintain financial records, process payments, and handle sensitive information.

Banking Trainee - QIIB (Qatar International Islamic Bank), DFC Branch, Doha - Qatar

Jan 2025 - April 2025

- Received comprehensive training across Customer Service and Teller departments.
- Gained knowledge of loan products, opening accounts, their eligibility conditions, and the procedure for issuing loans.
- Trained on cash and cheque deposit and withdrawal processes, including relevant system transaction codes.
- Assisted tellers during end-of-day cash balancing and closure procedures.
- Developed strong customer interaction skills and gained valuable insights into general banking practices and services.

Peer Tutor - University of Doha for Science and Technology, Doha - Qatar

Oct 2023 - Dec 2023

- Provided one-on-one tutoring sessions to peers in challenging course subjects.
- Clarified difficult concepts, helped with exam preparation, and guided students through assignments.

Last Mile Mobility Marshal - Elegancia, Al-Rayyan, Doha-Qatar

Nov 2022 - Dec 2022

- Facilitated the journey of World Cup fans with safety by actively listening to spectators
- Analyzed strategies for the safety of spectators with supervisors and restricted the use of spectator pathways; analysis escalated spectators' safety, trust.
- Organized types of equipment to make safe pathways for fans.

Play Worker - Bricklyn, Al-Wakrah Souq, Doha-Qatar

Jul 2018 - Dec 2018

- Managed a record of the number of tickets sold and cash collected
- Inspected the equipment in the play area to assist with any safety concerns; gained the trust of parents by prioritizing children's safety

Education

University of Doha for Science and Technology | (BBA) | Doha-Qatar

Aug 2021 - May 2025

Concentrations: Banking and Financial Technology

- Specialized in **Finance** topics such as Risk Management, Portfolio Management, Investment Analysis, Corporate Finance, and Strategic Financial Decision Making
- Developed strong analytical and technical skills, including proficiency in data analysis, financial modeling, and risk assessment.
- Completed advanced coursework in Managerial & Financial Accounting and Quantitative Methods.
- Gained practical IT and programming expertise in Python, MySQL, Database Management, Computer Programming, and Cybersecurity, enabling data-driven financial solutions.

M.E.S Indian School | Abu-Hamour | Doha-Qatar

April 2007 - April 2020

Concentrations: Majored in Humanities stream during High School

Skills

- Microsoft Office: Excel, Word, PowerPoint, Outlook
- Communication Skill
- Accounting skills
- Attention to detail
- Python & computational skills
- Customer Service (+1 yrs)
- Management skills
- Problem-solving

Strengths

- Time Management
- Teamwork
- Leadership
- Adaptability
- Presentation & Public Speaking
- Community Involvement
- Creativity

Additional Information

- IELTS (Academic and General Training) – Overall Band: 6.5 (Dec 2020)
- Valid Qatari Driving License
- Languages: English (Native), Hindi (Native), Urdu (Native), Arabic (Beginner)

Project & Academic Work

- Business Plan and Business Model Canvas
- Research Proposal, Portfolio, and Statistics
- Risk Management
- Investment Analysis
- Capstone Project
- Case Analysis Report
- Business Practicum
- Corporate Finance
- Strategic Financial Decision Making
- Innovative Financial Solution

Extra-curricular Activities

- **University Events Volunteer:** Supported the successful execution of multiple university events, contributing to a positive campus experience.
- **Sports Day Volunteer:** Provided key support in organizing and executing Sports Day activities, receiving recognition for contributions.
- **Peer Tutor:** Provided academic support to peers, fostering a collaborative learning environment and improving student outcomes.
- **Fun Olympics Volunteer:** Facilitated and supported the Fun Olympics, promoting inclusivity and engagement in recreational activities