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| **PERSONAL PARTICULARS**  Date of Birth: 22 sep, 1986  Age : 26  Gender : Male  Religion : Muslim  Nationality : Pakistani  Place of Birth: Muzaffargarh,Pakistan  Marital status: Single (….2) **LANGUAGES KNOWN :**  (Read, Write & Speak)  English Urdu | **CURRICULUM VITAE**  **Abid**  [Abid.208667@2freemail.com](mailto:Abid.208667@2freemail.com)  **Objective**  To work in a performance driven and challenging environment, where in I can excel by utilizing my skills to be an effective team player and scale new heights.  **CREDENTIALS**   1. **Master of Business Administration (MBA)**  * University - Bahuddin Zakrya University Multn,Pakistan * Institution - Institute of Management Sciences  1. **Bachelor of Arts (B.A)**  * University - Bahuddin Zakrya University Multn,Pakistan * Institution - Govt Degree College Alipur, Pakistan  1. **Intermediate F.sc**  * Institution - Rashid Minhas Higher Secondery School.  1. **Matriculation**  * Institution - BISE Dg Khan Board   **COMPUTER PROFICIENCY**   * **Operating System: -** Windows 2000/ XP/ Vista/7; Internet & Emails. * **Microsoft Office: -**Word, Excel, Power point,   **PROJECT WORK EXPERIENCE**   * **As a Project Manager in" Watan Card project "during Flood in Pakistan.** * An overview about the organization. * Quality Standards & Sections * Preparing monthly work plan, implementing the project activities. * Facilitate the people during issuing cards.   **PROFESSIONAL EXPERIENCE**   * **Sales Officer in Pepsi Shamim & co Multan -Pakistan (Jan 2013 to Jan 2014.)**   ***Responsibilities***   * To Handle the sales team to attain targets. * To perform the tasks of all documents almost all the activities of the sales. * Listening to customers requirements and presenting appropriately to a make sale * Maintaining and developing relationship with existing customers in person or making telephone calls or email. * To maintain records, reports and files of sales and update it with management. Maintain relationship between customers and staff. * To find out problems, the solutions and its execution * **Consumer Banking Officer in UBL Alipur,Pakistan (June 2010 TO Dec 2012)**   **Responsibilities**   * Responsible for direct sale of banking products such as credit cards, Debit cards, Master cards and drive. * Responsible to respond the Quires and FAQ by the customers. * Represent the bank products at trade exhibitions, events and demonstrate the products. * Responsible to complete all the banking documents as per their requirements. * Responsible to deliver the documents to verification department for further verification and processing to recoup the aspects of KYC.  DECLARATION **“ I hereby declare that are all the above facts are true to the best of my knowledge”**  **Abid** |