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| **PERSONAL PARTICULARS**Date of Birth: 22 sep, 1986Age : 26Gender : MaleReligion : MuslimNationality : PakistaniPlace of Birth: Muzaffargarh,PakistanMarital status: Single(….2)**LANGUAGES KNOWN :**(Read, Write & Speak)EnglishUrdu | **CURRICULUM VITAE****Abid** 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**  |