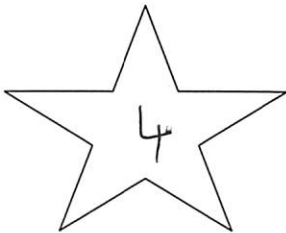
 <b>Gulfjobseeker.com</b> Helping you to search best jobs & talent since 2002! <b>APPLICATION FORM - NEW REGISTRATION</b> <b>NOVEMBER-2014</b>		Profile Score 	
Recent Photograph		Date 11-11-2014	CV No 1308018	Logistics,	
Profession / Specialty		Marketing, Business Development, Purchasing, CRO & Import/Export professional			
Industry / Projects		Banking and IT			
Nationality	Pakistani	Place of Birth / City of Origin	Sargodha, Pakistan		
Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated		
Religion	Islam	Birth date (DD-MON-YEAR)	07-10-1980		
Languages	Mother Tongue Urdu	Other Languages	English, Punjabi		
Qualification	MBA-Finance, Project Management certification & CITS				
Gulf Experience	<u>No</u> Years <u>No</u> Months	Total Experience	<u>7</u> Years <u>      </u> Months		
Gulf Driving License	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do you have own car?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Visa Validity Date	D 05 M 12 Y 2014	Visa Status	<input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent		
Employment Status	<input type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input checked="" type="checkbox"/> Job Less-Unemployed				
Last Salary Drawn	Currency PKR Value 100,000	Last Salary Verified	<input checked="" type="checkbox"/> Offer Letter <input type="checkbox"/> Contract		
Expected Salary	Currency AED Value 13,000	<input type="checkbox"/> Salary Increment Letter	<input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement		
How much notice period you will need to join new position? <input type="checkbox"/> Can Join Immediate <input checked="" type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/> _____					
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes _____					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____					
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes _____					
What is the reason for your Job Search? To gain Global Experience					
How many jobs you have applied so far?			How many interview calls you have received so far?		
What is your talent? Describe in detail. I have strong Import Export, purchasing, marketing, Business development, Customer service, Analytical, Problem Solving, Interpersonal, Logistics skills and strong Education Background as well					
PCL Certificate	Gulf Experience	High Academic Scores - Mark Sheet	1	Worked 2+ yrs with employer	1
Fitness Certificate	Gulf / Intl Driving License	Post Graduate & Above Education	1	Promoted in Previous Job	
IT Literacy	Arabic Proficiency	On Job Training Certificates	1	Awards or Appreciation	
		IELTS Proficiency		Experience Verified	
Bonus Score	+ Gulf Score	+ Education Score	3	+ Experience Score	1
Based on documents verified by our HR Assistants the candidate has achieved total score points of				= Total Score	4

## Marketing/Business Development, Import/Export & Procurement Professional



**Date Of Birth:** 07-10-1980  
**Current Residence:** Sharjah  
**Nationality:** Pakistani  
**Passport Validity:** 07 Dec 2016  
**Visa Status:** UAE , Dubai Visit Visa  
**Visa Expiry Date:** 06 Dec 2014  
**Languages:** English, Urdu and Punjabi

### PROFESSIONAL SYNOPSIS

**Qualified** young, energetic, and highly talented Marketing, Business Development, Customer Service and Import/Export professional with high quality experience in multi-cultural environment in **Pakistan with leading bank. Combines passion for public relations, marketing and client servicing with commitment to contributing to an organization's bottom line.**

- Consistently noted by senior management, staff, and co-workers for superior job performance, creativity, solid work ethic, and timely completion of all assignments meeting deadlines.
- Excellent communication skills in **English** and the ability to interact effectively at all levels with Senior Executives.
- Strongly self-motivated, enthusiastic, and committed to professional excellence. Noted for positive rapport with co-workers and clients. Adept at establishing effective working relationships with clients and colleagues. ***Seeking a challenging long-term position within dynamic, high growth organization that will allow growth into positions of broader responsibility.***

### CORE COMPETENCIES

- ▶ Public Relations
- ▶ Client Relations Management
- ▶ Excellent Communication Skills
- ▶ Sales & Marketing Management
- ▶ Cross-Cultural Work Environments
- ▶ Projects Management
- ▶ Excellent Presentation Skills
- ▶ Excellent Team Player

### PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENT

#### Devbox. Lahore, Pakistan (Part Time job)

**Experience:** ~~Jan 2011 - April 2014~~

*Feb 2010 - March 2014*

Devbox is an Information Technology group working on the leading edge of development of high-quality productivity, Business software outsourcing & network support.

#### **Marketing / Business Development Manager:**

##### **Duties and Responsibilities:**

- Understanding customers' diverse, specific business needs and applying product knowledge to meet those needs.
- Development of sales team for conducting short term and long term strategic plans to attain market share and growth objectives.
- Ensuring quality of service by developing a thorough and detailed knowledge of technical specifications and other features of employers' systems and processes, and then documenting them.
- Identifying and developing new business through networking and courtesy and follow-up calls.
- Cold-calling in order to create interest in products and services, generate new business leads and arrange meetings.
- Preparing and delivering customer presentations and demonstrations of the software, articulately and

- Confidentially.
- > Marketing and promoting a portfolio of products by writing and designing sales literature and through attending industry events.
- > Maintaining awareness and keeping abreast of constantly changing software and hardware systems and peripherals.
- > Developing effective sales plans using sales methodology.
- > Providing technical advice to customers on all aspects of the installation and use of computer systems and networks, both before and after the sale.
- > Advising on software features and how they can be applied to assist in a variety of contexts, such as accounting, manufacturing or other specialist areas.
- > Meeting sales targets set by managers and contributing to team targets.
- > Networking with existing customers in order to maintain links and promote additional products and upgrades.
- > Handling hardware or software problems and faults and referring on to specialist technical colleagues.
- > Responding to tender documents, writing proposals, reports and supporting literature.
- > Managing your own diary in order to organise and prioritise daily and weekly goals.
- > Contributing to team or progress meetings to update and inform colleagues.

### **Bank Alfalah Limited, Lahore, Pakistan (An Abu Dhabi Group)**

**Total Experience: 7 Years** (Experience Segregation is given below)

*Bank Alfalah is reputed as one of the biggest financial institution and as one of the leading banks in Pakistan which is the project of Abu Dhabi Group. The bank is versed as one of the oldest and most responsible banks in Pakistan and has played pivotal role in representing the country on global platforms while being one of the few institutions that are recognised and traded in the international market.*

### **Trade Finance (Import/Export Operations) Officer:**

**Experience: April 2010 – March 2014**

*April 2014*

#### **Duties and Responsibilities:**

- > Preparation of LCs and amendments; to ensure successful transmission of LC by SWIFT and all related correspondence pertaining to Letter of credit report etc; delivery of copies of LC and its amendments to customers.
- > Retirement of LCs including PAD, FATR, acceptance and FIM; deduction and recovery of all related charges as per banks schedule of charges.
- > Making and sending of Reimbursement authority and updating the relevant record thereafter.
- > Preparation of Customer advices and certificates; handling all customer queries; completion and updation of all LC files.
- > Retirements of documents i.e. PAD and acceptances; coordination with Credit department regarding overdue PADs/Acceptances.
- > Compilation of report of LC opened monthly according to HS codes; SBP returns and reporting to treasury, head office.
- > Scrutiny and dispatch of documents under LC in foreign currency and local currency on collection basis.
- > Balancing of FDBC/FBP, collection of export bills and follow ups of outstanding export bills.
- > Preparation of periodic /monthly SBP returns/forms including withholding tax statements and outstanding exports.
- > Maintenance of computerized record of all Export transactions.
- > Handling of R&D cases of exporters.
- > Preparation of Vouchers/SWIFT messages, Blotters, Statements, Certificates, Annexure and NOC of Export Department.
- > Negotiation/Purchase of Export Bills; follow up of overdue bills (FBP and Local)
- > Rectification/Compliance of Internal, External Audit.
- > To keep and maintain all registers related to Imports.

### **Purchasing Officer:**

**Experience: March 2008- March 2010**

#### **Duties and Responsibilities:**

- > *Forecasting levels of demand for services and products to meet the business needs and keeping a constant check on stock levels.*
- > *Conducting research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality.*
- > *Liaising between suppliers, manufacturers, relevant internal departments and customers.*
- > *Identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them.*
- > *Negotiating and agreeing contracts and monitoring their progress, checking the quality of service provided.*

- *Processing payments and invoices.*
- *Keeping contract files and using them as reference for the future.*
- *Forecasting price trends and their impact on future activities.*
- *Giving presentations about market analysis and possible growth.*
- *Developing an organisation's purchasing strategy.*
- *Producing reports and statistics using computer software.*
- *Evaluating bids and making recommendations based on commercial and technical factors.*
- *Ensuring suppliers are aware of business objectives.*
- *Attending meetings and trade conferences.*
- *Training and supervising the work of other members of staff.*

### **Business Development Officer:**

**Experience: February 2007 – February 2008**

#### **Duties and Responsibilities:**

Provided highly strategic and tactical services as Business Development Executive of this leading bank. Maintained a prominent reputation within the areas business development functions.

- Deposit mobilization
- Responsible for the sales of financial product and services
- Ensure quality customer service and account maintenance.
- Deepen existing relationships through profiling and uncovering additional needs
- Evaluate client's financial needs and recommend products to meet their needs.
- Strong sales skills selling financial products and convenience items.
- Maintaining high level of personal sales.
- Meet with clients on a regular basis to assess their financial needs and growth opportunities.
- Provide clients with the tools, information, and benefits to assist them in attaining their financial goals.
- Maintained market share of products and business development by analyzing and cross checking competitors' activity.

## **ACADEMIC QUALIFICATION**

### **Masters in Business Administration (MBA.Finance)**

Foundation University, Islamabad, Pakistan (FUIMCS)

### **Bachelors of Commerce (B.Com)**

Hailey College of Commerce Lahore, Pakistan (Punjab University)

### **Diploma in Commerce ( D.Com)**

Sargodha College of Commerce, Pakistan

### **Matriculation ( Science)**

Govt High School Farooka Distt, Sargodha.

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## **Professional Diplomas & Certifications**

### **Certified International Purchasing Manager from (IPSCMI) USA**

International Purchasing & Supply Chain Management Institute USA (IPSCMI)

### **Diploma in Project Management from PIM, Lahore ,Pakistan.**

( Pakistan Institute of Management approved by Ministry of Industry & production Government of Pakistan).

**Certified International Trade & Marketing Specialist (CITMS) Specialist from eBSI Export Academy (eBSI) Ireland UK** which is member of (IATTO) International Association of Trade Training Organization and Accredited by the Institute of Export UK.

**Trade Finance –Bridging the Gap Training Certificate** from Bank Alfalah Ltd Training and Development Centre Lahore , Pakistan.

**Branch Banking Orientation Training Certificate** from Bank Alfalah Ltd Training and Development Centre Lahore , Pakistan.

**UCP 600 Training Certificate** from Bank Alfalah Ltd Training and Development Centre Lahore.

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### **TECHNICAL SKILLS**

Proficient in the use of: MS-Office (Word/Excel/PowerPoint) Internet & Emailing.