**Sohail**

 

 Email: sohail.336007@2freemail.com

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **CAREER OBJECTIVE**

 To Serve in an Organization of National and International Repute so as to

 Learn and Grow with a team of Professional and Achieve Respectable Position

On the Basis of Hard work

**ACADEMIC QUALIFICATION**

 Exam Board/ University

 M.A In process ( I.R )

 B.A Peshawar (Deptt Archaeology)

 F.Sc Peshawar (D.A.E Electronics)

 SSC Govt High School AC Centre

**PREVIOUS JOB EXPERIENCE**

Worked as an Shop Manager Collection in Askari Bank (CBSG) Peshawar

Since October 2008 to January 2011.

Worked as an Collection Officer in Askari Bank Credit Card since December 2007 to

September 2008.

Worked as an Verification Officer in Askari Bank Credit Card since November

2005 to November 2006.

Worked as an Marketing Officer in Usawa Pharmaceutical since 2003 to October 2005.

Working as an Zonal Sale Manager in Zephyr Pharmatec Pvt Ltd.

Three months job training from Cherat Cement Factory in Electronics Deptt.

**DUTIES & RESPONSIBILITIES**

1. Supervise Collection team to achieve their assigns targets.

2. Review with collection officers of given Accounts.
3. Check and verified Collection settlement before sending for approval.

4. Prepare daily visit plan for every collection Officer.

5. Make visit with Collection Officer’s to convince rigid customer for payment.

6. Recommend block cards for Re-Activation.

7. Insure to run IBCA of deposit amounts.

8. Receive cash from collection officer and customers, deposit cash and keep the record.

9. Verified salary slips of the customers from their concern HR Dep’t.

10. Verified Customers given addresses and contact numbers of the relative reference.

11.Responsiable for daily sale of the sale exectives.

**OTHER EXPERIENCE**

* Attend two days training in Askari Bank academy at Rawalpindi on Management.
* 6 month computer training from Technical College Risalpur Nowshera.

**LANGUAGES**

English

Urdu

Pushto