**Maha**  

**Email** : maha.339429@2freemail.com

**Visa Status** : Visit (long term)

Profile

*Skilled and dedicated sales, marketing and operations executive offering over 7 year back ground in strategic execution of national and international markets. Proven abilities to manage and enhance accounts across corporate and private landscape. Elite communicator skilled in negotiating and closing deals and continually focused on collaborating across functions to advance company goals.*

*Seek a position utilizing my Analytic, Sales, Consulting & Customer Relationship Management, skills, qualifications and experience. In an environment within an organization that professes; Professionalism, Integrity and Ethics, with relative appreciation befitting individual skill sets and determining the success of the Customer.*

Professional Experience

* **Worked with Commercial Bank of Dubai (UAE) as Sales Executive since Sep 2015 till Jan 2016**

Doing sales for Personal Loan of the Bank. The process involves direct client interaction with the existing or the potential customers and sourcing them new products like Personal Loan ,Credit cards and Buyouts of personal loan and top up to new and existing Customers.

**Key Responsibilities**

* Responsible for promoting and selling Bank Product such as Personal loan and Credit Cards
* Dealing with high profile Customer and providing them high Value Product and Keep in touch with them and providing all services from one window.
* Handle customer questions, complaints, and issues.
* Follow-up leads and samples provided by sales team.
* Maintaining and developing relationships with existing customers in person and viatelephone calls and emails.
* Listening to customer requirements and presenting appropriately to make a sale.
* Achieve assigned sales targets in order to contribute to the sales volumes & revenues.
* Develop new markets and customers within the assigned territory to enhance sales volumes.
* Provide professional and expert advice on products & services to customers and business leads to other units to ensure that business opportunities are realized.
* Accountable for regular monitoring of client satisfaction and service quality levels by ensuring that client expectations are consistently met and exceeded.
* **Worked with TAKAFUL EMARAT CO (PSC) (UAE) as Insurance Consultant Feb.2015 to Sept. 2015**

**Key Responsibilities**

* Promoting the Insurance products of Takaful Emarat
* Analysis of financial market and its impact on future value of money
* Generating business for the Company through direct marketing, telemarketing, etc.
* Coordinator between the Company and the Customers
* **Worked with EFU LIFE ASSURANCE Sr.Officer Customer Services from June 2011 to Dec.2014**
* **Worked with Global Communication Solution as CSR from Jan 2010 to April 2011**
* **Worked with International Call Center Technology as Officer - Front desk from Dec 2007 to Dec 2009**
* Skills & Expertise

*•Team Organization.*

*•Pricing & Negotiation.*

*•Excellent communication and listening skills.*

*•The ability to explain complex information clearly and simply.*

*•Financial products and markets.*

*•Good mathematical and computer skills.*

*•The ability to analyze and research information.*

*•Personnel Management.*

*•Portfolio Management.*

*•Sales Management.*

*•Customer Service*

Education

* Bachelor of Commerce (B.Com) from Karachi University – Karachi Pakistan.
* Intermediate, from Commerce Bahria Collage – Karachi Pakistan.
* Matriculate, Science Play Way Grammar School, – Karachi Pakistan.

Personal Details

Date of Birth : 05.05.1990

Languages known : English and Urdu

Marital Status : Single

References

Can be provided

 **Maha**