**354245@gulfjobseekers.com**



**SUMMARY**

Sheer optimism and energy drive my goals. During my 2+ years of professional work experience I have excelled in customer service and client relationship & account management and begun to polish my leadership skills. Possesses good convincing skills and ability to turn a possible leads into a healthy account by leveraging good communication and interpersonal skills. Strong analytical and problem solving skills complemented by a passion for achieving high quality at work.

**SKILLS & STRENGTHS**

* Account & Portfolio Management
* Excellent communication, interpersonal, time management, leadership and presentation skills.
* Proven ability to effectively handle multi-task levels of management responsibility while supervising personnel, providing team leadership, motivation and development.
* Positive attitude with an ability to easily grasp new ideas, concepts, methods and investment techniques.
* Ability to relate to and work with a diversity of cultures and adapt to new environments with ease.

**PROFESSIONAL QUALIFICATIONS & TRAININGS**

* **Master of Science** **(MSC)** from Karachi University Pakistan– Completed December 2014
* **Bachelor of Science (BSC)** from Karachi University Pakistani. Completed December 2013
* Workshop on introduction to hydro carbon exploration techniques and advance methodologies organized by PAPG and OGDCL
* Advance course for Microsoft Word

**CAREER CHRONOGRAPH**

**SBT, Karachi, Pakistan: January, 2016 – February 2017**

**INTERNATIONAL BUSINESS EXECUTIVE**

**Major Duties:**

* Act as a backup to the Relationship Manager and mirror the assigned portfolio. Assist the RM in maintaining and housekeeping the portfolio under management, resolving day to day issues and ensuring marketing team’s involvement in operational issues is brought to a minimum
* Liaise regularly with various departments such as Operations and Finance within the company and entertaining requests and enquiries pertaining to transactions and/ or documentation.
* Ensuring all documentation is up to standard and up to date and ensuring that compliance issues are kept to a minimum
* Looking after the operations related to import and export

**Total Technology, Karachi, Pakistan: September, 2014 – December, 2015**

**ADMINISTRATIVE OFFICER**

**Major Duties:**

* Acting as a liaison between the international clients and management of the company
* Business development and Account Management
* Preparing Tenders and Quotations for prospect customers
* Delivered 100% growth in the portfolio, year on year, by assessing key growth areas and upselling & cross-selling products
* Maintaining strong relationship with the clients in order to provide prompt services

**PERSONAL INFORMATION**

***Date of Birth:*** 14th August, 1992

***Visa Status:*** Long Term Visit Visa

***Languages Known:*** English, Hindi, Urdu & Arabic (Basic).

***Nationality:*** Pakistani

***Marital Status:*** Single