

**MUNEEB**

D U B A I , U A E

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**EXECUTIVE SUMMARY**



*Possessing fast and effective management skills, and having a strong sales and marketing background with knowledge of the latest business promoting techniques and experience. Having a comprehensive understanding of attending meetings, preparing new sales ideas. Presently searching for a suitable sales promoter role with an exciting and progressive company.*

**SKILLS**



Meeting Sales Goals Negotiation, Selling to Customer Needs, Motivation for Sales, Sales Planning, Building Relationships, Coaching, Managing Processes, Market Knowledge, Developing Budgets, Staffing

**WORKEXPERIENCE**



**Habib Bank Limited (HBL),**

**Largest Commercial Bank of Pakistan**

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| --- | --- | --- | --- |
| **Designation** | **: Sales Officer** | | |
|  |  |  |  |
| **Duration** | **: Sep 2015 – Dec 2017** | | |

**Key Responsibilities**



* organizing sales visits
* demonstrating and presenting products
* establishing new business
* maintaining accurate records
* attending trade exhibitions, conferences and meetings
* Maintain sales activity records and prepare sales reports.
* Respond to sales inquiries and concerns by phone, electronically or in person.
* reviewing sales performance
* aiming to achieve monthly or annual targets
* Proactively develop client relationships, anticipate and provide solutions to client needs and give high priority to client satisfaction, with responsibility for meeting or exceeding agreed performance targets and objectives, particularly those relating to net new money, income generation, product sales and new client growth targets.
* Ensure that client instructions are duly effected by applying all standard checks and controls, coordinating with other departments including Operations/Finance/ Compliance.
* Accurately assess the risk profile, suitability and appropriateness of clients when marketing PB products and services by maintaining an accurate and up to date call report, KYC database.
* Handle client queries of day to day nature via telephone/fax/post/e-mail. Assist in resolving client problems within the team.
* Arrange clients' FX deals, securities trading and other investment products. Ensure all regulatory requirements and controls are duly applied.
* Achieve a satisfactory level of knowledge of Private Banking products and services by keeping up-to-date with related developments.
* Ability to understand key performance analytics and benchmarks or investment performance
* Open, close and maintain accounts in accordance with the established procedures. Apply regulatory requirements such as KYC, Money Laundering Prevention and NOR procedures at all times.
* Accomplish tasks efficiently by showing concern for all aspects of the job, pay attention to detail and ensure that output is delivered at the highest possible standard.
* Strong technical understanding of economics and financial markets, focusing on the fixed income and equity space
* Research and maintain knowledge to ensure adherence with all applicable regulatory requirements and Compliance policy and procedures, and adhere to all such standards, both legal and regulatory, to avoid exposing the Bank to undue risk.
* Carry out other duties as reasonably required by management.

**EDUCATION**



**BACHELOR IN COMPUTER SCIENCE HONORS**

AL.KHAIR UNIVERSITY – ISLAMABAD, PAKISTAN -2011-2015

**INTERMEDIATE IN COMMERCE**

RAWALPINDI BOARD, PAKISTAN - 2008-2010

**MATRICULATION IN GENERAL SCIENCE**

RAWALPINDI BOARD, PAKISTAN - 2006-2008

**PERSONAL INFORMATION**



Date of Birth

Marital Status

Religion

Nationality

Languages known

Visa status

: 20-08-1988

: Single

: MUSLIM

: PAKISTANI

: English, Hindi, Urdu & Panjabi

: Visit Visa [valid until 30th April 2018]