**Gulfjobseeker.com CV No:** **1357194**

**Mobile +**971505905010 / +971504753686

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**Personal Information**

Date of birth 15-March 1989

Nationality Pakistan

Marital status Single

**Career Objective**

I am consistent performer containing ability to develop and lead a team in the field of Banking, Finance & Administrations with the result oriented approach. I am a team player, fully dedicated to learning as much as possible in order to expand my skills and increase knowledge To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

Academic Qualification

B.S (Hons) Economics, Micro & Macro economics, Marketing, Finance, Banking and Statistics.

Session 2011

Intermediate Pre-Engineering, Mathematics

Session 2007

Matric Science

Session 2004

Work Experience

Two (2) year experience as supervisor of securities in Transguard Group LLC (UAE)

2013 to 2015

**Sales Executive in Bank of Khyber Peshawar Pakistan, January 2011 to December 2012 (2 Years)**

(Responsible for Sales of credit carde and to work towards meeting the assigned monthly sales targets and to have the efficient utilization of the resources for business development

* Initiations in new platform DO matter so continue work in sales department with full devotion and loyalty on which future MATTERING, AND adhere to the assigned sale targets and assignments i.e. conducting meetings with profiled customers login their files & compile and coordinate with the varifications and CIU department for successful transactions. Always follow the cradle to grave policy.
* Consistent performance is the important factor of the collections & recovery functions, while key responsibilities include ensuring adherence of approved policies and procedures.
* Get Training and coaching for Strengthen the individual and collection discipline.
* Time to time visited to the chronic customers belongs to out of station especially in remote areas of pakistan to recover the AMOUNTS. Coordinates with the OPS for the repayments to be execute.
* Monitoring the repossession activity and the sale of the repossessed vehicles.
* Time to time coordination with the tracker companies for the repossession activities.
* Coordinate with the insurance co and surveyors for the retrieval of the claim cheque.
* Ensure the completions of the daily, monthly and yearly collections & recovery porcess as per directed by the management i.e. visits report, cash collections and
* same submitted in CHU reports, closure of THE CASH slips.

**Customer Dealer, Auto finance officer in Habib Bank Ltd (HBL) Pakistan, January 2009 to December 2009 (1 Year)**

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* ensure the completions of the daily, monthly and yearly collections & recovery porcess as per directed by the management

**Administrative Assistant in Pepsi Company Peshawar Pakistan March 2007 – August 2008 (17 months). Duties and Responsibilities are:**

* Implement and update the route frequency plan cost effectively to achieve 100% coverage of all outlets
* Supervise sales team in distribution of products
* Promote company brand products, search and exploit new sales opportunities.
* Handle clients in a professional manner.
* Hold weekly meetings with managers
* Conduct market research and competitor analysis.
* Write executive summaries and market research reports
* Involved in initial recruitment and selection of new employees
* Achieve monthly assigned tasks

Sales Executive Officer in Fahad and company Islamabad Pakistan.

January 2006 to December 2006 (1 Year)

* working as team member in retail selling.
* Update and record the progress of retails with clients to the manager.
* Implement and update the route frequency plan cost effectively to achieve 100% coverage of all outlets.
* Supervise sales team in distribution of products, shelving & merchandizing focusing the achievement of sales targets.
* Opened new accounts and exploit all sales opportunities, promote aggressively the sale of the company brands and packages in existing accounts.
* Holding weekly meetings and setting sales targets for individual reps and the whole team.
* Achievement of monthly assigned target in coordination with distributors for the product of
* Complete numerical coverage of retail outlets in city & adjacent towns.
* Preparation of monthly sale forecast and its achievement through ‘Distribution Network’
* Involved in the recruitment and training process off new staff.
* Increased regional sales by up to 14 % in a one year period.

**Course Attended**

* The art of confidence building
* Time management
* Communication skills
* Handling difficult peoples and Team management
* Computer foundations MS Office Word, Excel

**Languages**

* English Fluent
* Urdu Fluent
* Hindi Basic

**Availabilty**

Currently seeking a job which can be joined immediately.

**Reference**

References will be furnished upon request.