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**Date of birth:** 07th of March 1993

**Nationality:** Pakistani

**Education Level:** Graduation

**Marital status:** Single

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**Objective:**

 To work in a competitive environment in order to explore my potential abilities and to obtain a full time position in an international firm, that offers a professional working environment , experience and demands new innovative ideas, and enables me to grow while meeting the corporation’s goals.

**Professional Experience:**

* **Dunia Finance LLC.**

CustomerRelationship Officer

 August 2015 to onward

 **Job Description:**

* Responsible for all individual targets across all products (personal loan,

 Cards, auto)

* Develop long time relationship with customers.
* Continuously list more and more companies in the target market list.
* Responsible for ensuring that the sales strategy is in line with compliance

 Policies with regards to operational, financial and regulatory risks.

* **Linguistics Institute for Foreign Education:**

Customer Service Assistant

Sep 2013 to May 2015

**Job Description:**

* Answering customers inquiries.
* Giving information and helping to solve customers problems.
* Arranging services for customers.
* Taking information from customers & entering it on database.
* Making sure that customer’s experience is positive.

**Education:**

* **University of the Punjab**

 Bachelors in Commerce (B.Com) 2012

* **Govt. islamia college**

Intermediate in Commerce (I.Com) 2010

* **Govt. A.D Model High School**

(Science group) 2008

**Key Strengths and Competencies:**

* Result focused and self driven with a “can do” attitude.
* Strong ability to work and communicate well with diverse audiences.
* Quick learner, Enthusiastic and Hardworking.
* Ability to build strong interpersonal relation and team spirit.
* Ability to work independently as well as part of a team in a challenging environment.
* **Computer:** MS Office (Microsoft Word, Excel, Power Point.)
* **Languages:** English, Urdu/Hindi

**Interest:**

* **Sports:** Follow cricket, football,
* **Computer:** Net surfing, Researches
* **Others:** Reading novels, Watching Commercials.

 For further queries feel free to contact at above mentioned contacts. Certificates will be provided on demand.