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| **OMAIR**  **Personal Information:**    Marital Status: Married  Email: [omair.381585@2freemail.com](mailto:omair.381585@2freemail.com)  Current Status: Visit Visa |  |

**INTENT/ PROFICIENT OUTLINE**

Suitable position with a progressive organization that offer potential for growth where my skills can be fully utilized, while making a significant contribution to the success of employer.

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| **Key Skills:** | Good communication and customer service skills, ability to multitask, and strong problem solving skills. |
| **Education:**  **Language:** | Master in Business Administration - Supply Chain Management (2010-2012)  Sarhad University – Islamabad, Pakistan.  English and Urdu / Hindi |

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| **PRACTICLE EXPERIENCE** |  |  |
| **Companies:** | **Designations:** | **Durations:** |
| KlassicValley (Mineral Water)  Islamabad – Pakistan  Eva Cooking Oil &  Maan Ghee (Pvt) Ltd  Islamabad - Pakistan  MCB Bank (Pvt) Ltd.  (MCB – Consumer Asset Division) | Sales Manager  Sales/Customer Service Officer  Collection Officer | Feb 2008 – April 2018  Jan 2005 – Dec 2007  June 2000 – Dec 2004 |

**Job Description:**

Sales & Customer Service Experience

* Handling Sales and all frontend / backend correspondence with Customers.
* Responsible for stock transfer to Inventory on daily basis.
* Managing merchandizing of stocks
* Maintaining purchase order.
* Maintaining GRN’s (Good received note).
* Maintaining SDN.
* Project Purchase orders.
* Maintaining rate fluctuation in the Market, setting a new comparative rate on daily basis.
* Achieving the goals/Targets assigned by company in a term time.
* Collection of payment from retailors.
* Maintaining of sales and collection of products.
* Define / Achieve sales targets with the team.

Banking Experience:

* Verification of Clients/Company in Leasing Department.
* Recovery of Auto/Property/Business Loans, Front End Loans.
* Re-possession of Bank Assets from Clients.
* BTF (Balance transfer Facility)
* Credit Cards division.
* Achieving sales targets on monthly basis.