**Muhammad Jahanzaib **

**Sales and Admin Executive**

**Khalid Bin Al Waleed Rd, Bur Dubai, Dubai UAE.**

**Cell: +971524638535**

**Jahanzaib2628@gmail.com**

**Professional Summary.**

Highly experienced Sales Representative with a proven record of well experienced Sales Agent. Hands on experience resolving the customers problems and considerations, with diverse knowledge of handling the customers and products. Looking for a responsible position as sales executive in an organization that offers professional growth and development.

**Admin Officer, Cotton Plus Pvt Ltd. Faisalabad, Punjab**

**Mar. 2017 – Nov. 2019**

* Create, maintain, and enter information into databases.
* Utilized Dynamics accounting software to send clients invoices and statements via email, reducing the cost of postage, increased cash flow.
* Answer phone calls and direct calls to appropriate parties or take messages.
* Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
* Set up administrative policies and procedures for offices or organizations.
* Make travel arrangements for executives.
* Supervise and train other clerical staff and arrange for employee training by scheduling training or organizing training material.
* Interpret administrative and operating policies and procedures for employees.

**Banking Sales and Liabilities Officer**

**April 2016 – Feb 2017**

**Standard Chartered Bank Limited**

**Faisalabad Punjab Pakistan**

* Responsible for promoting True Financial products and services to customers
* Providing information to customers on inquiries regarding banking products and services
* Opening new accounts, checking account status and maintaining savings account data in the system
* Providing appropriate information, and guidelines on banking policies and regulations to customers
* Attain existing client financial targets and generated new client base
* Oversaw administration of various client services.

**Banking Sales Representative (Credit Card and Personal Loan)**

**Jan 2007 – Dec 2009**

**ABN AMRO Bank**

**Faisalabad Punjab Pakistan**

* Assigned responsibilities of making calls to customers to advertise banking products and services
* Assisting customers in filling forms to get the available benefits from the service provided
* Preparing quotations of products, and sent it to customers
* Building and maintaining effective relationship with customers
* Preparing sales report and attending sales meetings

 **Skills**.

* Good Communication Skills
* Time Management Skills
* Interpersonal Skills
* Relationship Building Skills
* Lead Generation

**Education**

**Master’s Degree – Business Administration**

**2008**

Ripha International University

Islamabad Punjab Pakistan

**Bachelor’s Degree – Commerce**

**2006**

University of Agriculture

Faisalabad Punjab Pakistan

**Occupational health and Safety Diploma and Certificate**

**2010**

Austwide Institute

Melbourne Victoria Australia

**Driving License of Oman and Australia**

**Certificates in unarmed crowed Controller and Using handcuffs and Baton. Melbourne Australia.**

**References**

Will be Generated on demand