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| E:\family pics\IMG-20160220-WA0052.jpgMAZHAR MEHMOOD**Al qusais dubai.****Mazhar56us@gmail.com,00971554404635** **IMMEDATE JOIN**ABOUT MESeeking a challenging position in a growth oriental organization that provide me opperchunaties to utilize and enhance my skills and business knowledge in that field o sales marketing, customer service, business development and public relation. AREA OF EXPERTISECold CallingTele SalesRetail SalesCustomer ServiceCustomer FocusSales CoordinationSales Team manageConsumer BankingSales StrategySKILLsSelf-MotivatedTarget drivenInitiativeArticulateInfluencing SkillsLanguageENGLISHHINDIPUNJABIPERSONAL INFORMATION**MAZHAR MEHMOOD****D.O.B,18/09/1980****MARITAL STATUS,MARRIED** **NATIONALTY,PAKISTANI****VISA STATUS,EMPLOYEEMENT****EMAIL,mazhar56us@gmail.com****CONTACT,00971554404635** |  MAZHAR MEHMOOD **BUSINESS DEVELOPMENT EXECUTIVE**EXPERIENCE**BURAQ DELIVERY SERVICES LLC (12.2020-5.2021)****Collect parcel to ware house and dustribute every day.****Collect cash and deposit ware house.****Return the parcel if wrong address or customer not available and update the systems.****Every day return to ware house once the parcel finish and report supervisor.** **BUSINESS DEVELOPMENT EXECUTIVE (2017/06-2020/10)****AL NAYAB CONTRACTING LLC** * Every months update company documents on labor and immigration dept.
* Old and new employees apply visa in lab our and immigration.
* Find new projects and make the agreement.
* Follow up the client till end the project.
* Everyday arrange meeting new clients.
* Occupied the labor on side daily bases as per client requirement

 **SENIOR SALES EXECUTIVE (2014/01-2016/11)**  **ASEEL ISLAMIC FINANCE*** Deal in small medium enterprises loans and corporate loans.
* Maintaining portfolio of individually.
* Reporting to Relationship manager.
* Daily forwarding and discrepant resolving.
* Providing excellent customer service after sales.

**SENIOR SALES EXECUTIVE (2012/02-2013-12)****EMIRATES ISLAMIC BANK*** Deal in multi products. Personal loan, credit card, small medium enterprises loans.
* Maintaining portfolio of individually.
* Reporting to team manager.
* Daily forwarding and discrepant resolving.
* Deal in multi products. Credit card. Auto loan, personal loan.
* Providing excellent customer service.

**SENIOR RELATIONSHIP OFFICER (2009/01-2010/11)****DUNIA FINANCE LLC*** Maintaining portfolio of individually and all branches.
* Reporting to Branch Manager and Area sales manager.
* Daily forwarding and discrepant resolving.
* Maintaining hiring and reporting to Branch Manager.
* Deal in multi products. Credit card. Auto loan, personal loan, fixes deposits.O.D facility and commercial vehicle.
* Providing excellent customer service and after sales care.

**RELATIONSHIP MANAGER (2004/12-2008/08)****UNITED BANK LIMITED PAK*** Deals in personal Loan, credit card, auto loan.
* Maintaining portfolio of individually and all team.
* Reporting to Relationship Manager and Regional Sales Head.
* Maintaining approval rate in line with the sales targets set by my supervisor.
* Daily forwarding and discrepant resolving.
* Maintaining MIS of loans booked in a particular month for a team of 15 R.O and
* Updating the same to Relationship Manager and Regional Sales Head.
* Maintaining a good relationship with cross-functional team members in credit.
* Achieving monthly sales targets set by the management.
* Maintaining a strong relationship with customers in order to get repeat sales and lead

EDUCATION **Bachelor of Arts*** Karachi University, Karachi, Pakistan
* July 2004,
* 2ND Division

**Intermediate** * Sun Patrick Government College, Karachi, Pakistan
* December 2001
* 2ND Division

**Metric** * Pakistan Navy School, Karachi, Pakistan
* July1998
* 2ND Division

**SHORT COURSES*** Diploma in Information Technology for one year since 2001.
* English Language Course.

INTREST* Playing cricket
* Swimming.
* Traveling

REFERENCES* **References are available on request.**
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