# 20170608_175715

# UMER JAN

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# OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning, knowledge and skills; while making a significant contribution to the success of the company.

# PROFESSIONAL EXPERIENCE

**United Bank Limited-Pakistan** July 2018 –July 2020 Relationship Officer (Full Time)

Duties:

* Identify the need and expectations of customers and help them in choosing the product and service accordingly
* Identification & Implementation of strategies to ensure customer satisfaction
* Search and identify new market and products to attract more customers
* Recording transactions

**Pak Homes- Real Estate & Constructors** June 2007- July 2018 Accounts & Admin Manager

Duties:

* Managing ledgers and accounts
* Data Management
* Monitoring and evaluation of construction projects
* Maintaining financial transactions
* Project planning and Implementation
* Data analysis and report generation
* Sales & Marketing

# KEY COMPETENCIES AND SKILLS

* Excellent sales background.
* Excellent command in selling techniques and customer’s portfolio management.
* Strong analytical and organizational skills.
* Software: MS Word, MS Excel, PowerPoint
* Presentation: Project reporting and presentation.
* Good communication skills.
* Team Work

ACADEMIC CREDENTIALS

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| **Degree Name** | **Bachelors of Commerce (B.Com)** |
| Level Attained | Complete |
| Institution University of the Punjab, Pakistan | |
| **Degree Name** | **Intermediate** |
| Institution | Federal Board of Intermediate and Secondary Education (FBISE), Islamabad |
| Majors | Commerce |
|  | |
| **Degree Name** | **Secondary School** |
| Institution | Federal Board of Intermediate and Secondary Education (FBISE), Islamabad |
| Majors | Physics, Chemistry, Biology, Math, English, Urdu, Islamiyat, P.Studies |

# PERSONAL DETAILS

Religion: Islam

Nationality: Pakistani

Date of Birth: 11 November 1985

Marital Status: Married

Passport Number: AA8794664

Language: Urdu, English

