



Contact

✉ mohsinrazaqureshi2742021@gmail.com

☎ 0506307493, 0563248306

📍 Room # G 03 Fanoos building beside shop name "Golden Finger Key Cutting" Opposite Satwa big mosque, Satwa, Near World Trade center Metro station, Dubai UAE

Personal Details

S/O MAMOON UR RASHID QURESHI
DATE OF BIRTH 31 - December, 1989
CNIC # 35201- 5456735 - 1
Passport no EC 4917353
Passport expiry 4 April 2026

Area of Interest

- Banking & Finance
- Administration Accounts
- Customer Services
- Hoteling Management
- Marketing & Sales

Skills

- Microsoft Word
- M.S PowerPoint, M.S Excel
- Hard worker

(Details)

When I join newly branch in askari 9 Lahore cantt branch. I was on kyc account opening department. And I have no experience at this time and I am completed and open account in branch by single me input accounts with successfully.

Mohsin Raza Qureshi

Education/Diploma

Spoken English Language	2011
PITAC	
M.B.A Finance	2011
Superior Group of Colleges	
Bachelor of Commerce(B.COM)	2009
Superior Group of Colleges	
Intermediate in Commerce(I.COM)	2007
B.I.S.E. Lahore	
Matriculation(Science)	2005
Govt. Islamia High School Lahore	

Work Experience

April 4, 2024 to till Present

Sales Representative cum Assistant Accountant
AAA Fair Deal Commercial Broker LLC | Dubai, United Arab Emirates

Sales Representative:

- Build and maintain strong relationships with clients.
- Conduct market research to identify trends and competitors.
- Analyze sales data and customer feedback.
- Generate leads through cold calls, industry events, and social media.
- Follow up to address customer needs and concerns.
- Identify potential customers through research, networking, and referrals.

Assistant Accountant:

- I worked on account as a assistant on account receivable processing, verifying, and posting receipt for good sold or service rendered and record all transactions regarding payments.

13 April 2023 to 10 Feb 2024

Sales Representative
Amafh Commercial Broker LLC | Dubai, United Arab Emirates

- Build and maintain strong relationships with customers.
- Understand customer needs and offer personalized solutions.
- Develop a deep understanding of products or services.
- Articulate features, benefits, and value proposition effectively.
- Tailor presentations to address specific customer needs.
- Overcome objections & address concerns to finalize agreements.

Meezan Bank Limited

Feb 2019 to March 2023

Operation Officer

- Oversee day-to-day operations of the organization
- Develop and implement strategic plans and initiatives
- Identify areas for process improvement and enhance efficiency
- Allocate and manage resources effectively (personnel, equipment, budget)
- Collect, analyze, and interpret operational data for insights.
- Collaborate with senior management to develop and implement strategic plans and initiatives that align with the organization's goals and objectives.

Meezan Bank Limited

Jan 17, 2019 to April 2023

Banking Services Officer (Operation) SO-1

- Worked in bank clearance department on out ward / inward clearing.
- Remittances (Ria, money gram, cash express, transfast payments from abroad), payment order making, demand draft) RTGS settlement Account opening of bank.

Allied Bank Limited

June 25, 2013 to Jan 2, 2019

Teller

- Accept and process various types of payments, such as utility bills, loan payments, and credit card payments.
- Assist in resolving customer complaints and escalate complex issues to the appropriate department.
- Stay updated on banking policies, procedures, and product knowledge to provide accurate information to customers.
- Handle cash transactions, count and verify cash amounts, and ensure proper cash handling procedures are followed.

Meezan Bank

June 25, 2012 to Sep 24, 2012

Internship

- Assist with customer service activities by interacting with customers, addressing their inquiries, and providing information about Meezan Bank's products and services.
- Support the account opening process by verifying customer information, collecting necessary documents, and ensuring compliance with regulatory requirements.
- Assist with data entry and record keeping, ensuring the accuracy and confidentiality of sensitive information.
- Observe and learn about the operational aspects of different banking departments, such as retail banking, corporate banking, and credit operations.

National Bank

July 15, 2010 to Aug 25, 2010

Internship

- Maintain a professional and positive attitude while adhering to the bank's code of conduct and ethical standards.
- Actively seek opportunities to learn and develop skills related to banking operations, customer service, compliance, and other relevant areas. Maintain a professional and positive attitude while adhering to the bank's code of conduct and ethical standards.
- Actively seek opportunities to learn and develop skills related to banking operations, customer service, compliance, and other relevant areas.

Declaration

- I hereby declare that the above mentioned information is true & correct up to my knowledge & i bear the responsibility for the correctness of the above mentioned particulars.