



I am a passionate, confident, self-motivated and a hard-working individual looking for an exciting and challenging opportunity to grow my career

Employment Timeline

- Business Development Executive (Mashreq Bank)
Smart Union Commercial Brokerage LLC (2nd Oct'23 to till Date)
 - Making sales reports and to-do list for every day activity
 - Market complete line of products to all potential clients
 - Work in Direct Sales department to source credit facilities
 - Meeting up High-End customers and officials
 - Successful & proper completion of documents and applications
- Business Development Executive (Emirates Islamic Bank)
Ayadi Human Capital Solution LLC (15th Feb'22 -12th April' 23)
 - Making sales reports and to-do list for every day activity
 - Market complete line of products to all potential clients
 - Work in Direct Sales department to source credit facilities
 - Meeting up High-End customers and officials
 - Successful & proper completion of documents and applications
- Business Development Executive (Emirates Islamic Bank)
Pact Employment Services, Dubai (8th Sept'2020 -31st Jan'2022)
 - Doing phone/cold calls
 - Making sales reports and to-do list for every day activity
 - Market complete line of products to all potential clients
 - Work in Direct Sales department to source credit facilities
 - Meeting up High-End customers and officials
 - Successful & proper completion of documents/applications
 - Visiting potential companies and meeting up clients
- Receptionist / Admin Officer
Sea Bird Landscaping, Dubai (30th Jun' 2019 –27th Feb' 2020)
 - Meeting and greeting clients and visitors to the office
 - Creating and modifying documents
 - Printing, photocopying, filing and scanning
 - Updating, processing and filing of all documents
 - Setting up and coordinating meetings and conferences
 - Working as part of a team and supporting the office manager
 - Ensuring office procedures and systems operate efficiently
 - Handling incoming/outgoing calls, doing correspondence/filing
 - Responsible for the day-to-day tasks and administrative duties
 - Organizing business travel and itineraries
- HR & Admin Officer
Nauzaav Designs, Pakistan (April' 2017 – April' 2019)
 - Business Correspondence
 - Schedule in-house and external events
 - Creating and modifying documents

Qualifications

- High School, 2016
- Secondary School, 2014

Key Skills

- Initiative
- Team player
- Multitasking
- Interpersonal
- Time Management
- Management Skills
- Communication skills
- Problem Solving
- Relationship Building
- Customer Service

Sectors Exposed

- Human Capital
- Administration

Software Skills

- MS Office Suite
- Basic Excel

Language Capability

- English (Fluent)
- Urdu (Native)

Other Information

- Date of Birth: 04-April-1998
- Nationality: Pakistani
- Marital Status: Single
- Visa Status: Resident Visa

Reference

- Will furnish on request

Profile