

Muhammad Zubair

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- **Derby Marketing LLC Dubai.** Jan 2023 - Presently working
Sales Executive
 - Generating leads by cold calling and telesales.
 - Develop and maintain relationships with potential customers to achieve sales targets by selling credit cards ,personal loans and opening individual bank accounts.
- **Global Pak SMC Pvt Ltd** Jan 2018 - Feb 2022
Accounts Manager
 - Bank reconciliation
 - Petty expenses, cheques and cash management
 - Profit and Loss statement
 - Bank accounts monitoring
 - Filing of Income tax returns
- **Bank Alfalah Ltd Pakistan** July 2015 - Dec 2017
Counter Services Manager
 - Cash receipt and Payment from customers
 - Supervision of teller transactions in system
 - Inward and outward remmitances
 - Home remmitances from exchange companies
 - KYC,AML and CDD policy implementation
 - FCY cash transactions
 - Cash balancing as per system
- **Allied Bank Ltd Pakistan** March 2007 - July 2015
Counter services officer
 - Receipt and payment of cash
 - Inward and outward remmitances
 - FCY cash transactions
 - Home remmitances
 - KYC,AML and CDD policy implemtation

Education

- **National university of Modern Languages Islamabad** 2010
MBA(Finance)

Skills

Customer Services, Retail Banking, Teller services, Cash management, Sales, Team building, MS office, Outlook, Team Leader, Office Management,

Achievements & Awards

- Successfully completed trainings on KYC,AML,Customer Services and Compliance.

Languages

- Urdu,Hindi,English

Personal Details

- Marital Status : Married
- Nationality : Pakistan
- Passport : BE5021492