



RANA RAMEEZ KHALID

CONTACT

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Permit: International Driving License

EDUCATION

11/2013 - 11/2015

Master of Commerce : Commerce

University of Central Punjab ,
Pakistan

LANGUAGES

English

Advanced

Urdu

Native

Punjabi

Native

PERSONAL DETAILS

Date of Birth / Age: 07/03/1988

Nationality: Pakistani

Marital Status: Married

Visa Status: visit

Gender: Male

Religion: Muslim

Passport: VD4157171

PROFESSIONAL SUMMARY

Driven professional offers high-level communication skills demonstrated through keen negotiation and rapport-building. Versed in networking with industry professionals to build rapport and cultivate partnerships. Ambitious student with strong motivation to master business development and account management. Dynamic negotiator with superior emotional intelligence and leadership skills. Excellent record of goal-setting and academic achievement. Motivated individual with experience in customer service and sales. Skilled in building customer relationships and understanding customer needs. Strong communication and interpersonal skills for providing superior customer service. Highly organized and motivated Account Executive with demonstrated track record of building relationships with clients, developing successful sales campaigns, and managing teams of account managers. Skilled in financial analysis, customer service and problem-solving. Experienced in coordinating activities with various departments to achieve strategic objectives.

WORK HISTORY

January 2021 - February 2023

Accounts Executive, Machiyara Textile Industries ,
Faisalabad, Pakistan

November 2013 - November 2019

Customer Service Officer, Bank Al Falah, Faisalabad,
Pakistan

June 2011 - October 2013

Teller Officer, Allied Bank Limited , Faisalabad, Pakistan

SKILLS

- Customer presentations
- Account servicing
- Customer relations
- Product and service expertise
- Customer service
- Mentoring and coaching
- Order management
- Relationship management
- Needs assessment
- Account oversight
- Customer rapport
- Account management
- Client engagement
- Cash register operations
- Currency sorting
- Till accuracy
- Cash counting
- Money management

- Vendor management
- Operations coordination

- Cash drawer management