

# ArsalanMurtaza

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Visa valid till 09-12-2025



## CAREEROBJECTIVE:

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## CAREERPROFILE/SKILLS:

- .Communication
- .Leadership
- .ProblemSolving
- .Creativity
- .ProjectManagement
- .TeamWork

## PROFESSIONALWORKEXPERIENCE:

**Organization:** Isolve RCM LLC  
(Credentialing And Medical Billing)  
**Tenure:** May 2021–August 2023  
**Designation:** Senior Sale Executive



### Responsibilities:

- Negotiate on price, costs, delivery and specifications with buyers and managers
- Liaise with supplier to check the progress of existing orders
- Record sales and order information, sending copies to the sales office, or entering figures into a computer system
- Represent the company at trade exhibitions, events and demonstrations
- Feed future buying trends back to employers
- Review your own sales performance, aiming to meet or exceed targets
- Attend team meetings and share best practice with colleagues

### Achievement:

- Sale Targets.
- Implementing Process improvement that enhanced Sale efficiency.
- Successfully resolving customers issues.

**Organization:** Jazz Telecom-PTML  
(Telecom Company like Etisalat)  
**Tenure:** April 2020–May 2021  
**Designation:** Call Center Executive



### Responsibilities:

- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.

- Attending trade exhibitions ,conferences and meetings.
- Reviewing sales performance.
- Negotiating contracts and packages

#### Achievements:

- Sale Targets.
- Implementing Process improvement that enhanced Sale efficiency.
- Successfully resolving customers issues.

**Organization:** **Khushali Microfinance bank**  
(Bank like NBD,Al Mashraq)  
**Tenure:** **Sep 2023–May 2024**  
**Designation:** **Business Development Officer**



#### Responsibilities:

- Negotiate on price, costs, delivery and specifications with buyers and managers
- Liaise with suppliers to check the progress of existing orders
- Record sales and order information, sending copies to the sales office, or entering figures into a computersystem
- Represent the company at trade exhibitions, events and demonstrations
- Feed future buying trends back to employers
- Review your own sales performance, aiming to meet or exceed targets
- Attend team meetings and share best practice with colleagues

#### Achievements:

- Sales Goals.
- Implementing Process improvement that enhanced Sale efficiency.
- Successfully resolving customers issues.

### ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
<b>Bachelor Of Economics</b>	<b>University Of Sargodha, Pakistan</b>	<b>2020</b>
<b>Intermediate of Science</b>	<b>Board of Intermediate Education, Sargodha, Punjab Pakistan</b>	<b>2015</b>

### CERTIFICATION/ADDITIONAL SKILLS:

- **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)
- **SPSS And Microfit.** (Data compiling, Research analysis Reports Automation, Macros, Presentations w.r.t. Analysis)

### TRAININGS & WORKSHOPS:

#### CREATING MOMENTS OF MAGIC – CMOM

**Year- 2021**

- Successfully meeting the requirements of Service Excellence Training by AMER SIDDIQUE President & CEO Golden BLUE Group

#### Excel GURU Training

**Year-2019**

- Intermediate and advance levels of MS excel

**PERSONALINFORMATION:**

**Father’s Name** : Ghulam Murtaza  
**Date of Birth** : 17 May 1997

**REFERENCE:**

Reference will be furnished on demand.