



## About Me

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.



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Street No.17A, HOR AL ANZ, DERIA, DUBAI, UAE

## Language

- English ☒ ☒ ☒ ☒ ☐
- Urdu ☒ ☒ ☒ ☒ ☒
- Arabic ☒ ☒ ☐ ☐ ☐

## Skills

- MS Word ☒ ☒ ☒ ☒ ☐
- MS Excel ☒ ☒ ☒ ☒ ☐
- MS PowerPoint ☒ ☒ ☒ ☒ ☐
- EvIEWS ☒ ☒ ☒ ☐ ☐
- Google Drive ☒ ☒ ☒ ☐ ☐
- Social Media ☒ ☒ ☒ ☐ ☐
- Tally Prime ☒ ☒ ☒ ☐ ☐

MUHAMMAD JUNAID  
DOB : 17TH FEB,1994

## Education

International Islamic University Islamabad Pakistan  
**Master of Economics** (09/2016 – 01/2019)

Allama Iqbal Open University Islamabad Pakistan  
**Bachelor of Education (1.5 Year)** 2019 – 2021

Shaykh Zayed Islamic Center, University of Peshawar Pakistan  
**Bachelor of Arts (Honours)** 2013 – 2016

Shaykh Zayed Islamic Center, University of Peshawar Pakistan  
**Post Graduate Diploma (PGD) in Islamic Banking and Takaful** 2015 – 2016

## Certificate

University Computer Centre University of Peshawar  
**Microsoft Office** (2015)

Allama Iqbal Open University, Islamabad  
**Primary Teaching Certificate** (2015)

International Islamic University Islamabad, Pakistan  
**English Proficiency Certificate** (2019)

## Experience

### United Bank Limited, Pakistan

**Bancassurance Sales Consultant (BSC)** 11/2023- 5/2024

**Responsibilities:** promoting and selling insurance products through bank channels. This role requires strong sales skills, an understanding of both banking and insurance products, and the ability to build and maintain strong customer relationships. The consultant will work closely with bank staff to identify potential customers, offer tailored insurance solutions, and meet sales targets.

### UFONE franchise

**Customer Service Representative** 11/2021 - 10/2023

**Responsibilities:** Providing introductory information to new customers. Ensuring that customers are satisfied with products or services. Following up with customers to check that they're still satisfied with any purchases. Letting customers know about additional products or services. Determining the quickest, most effective ways to answer a customer's questions. Escalating queries and concerns. Troubleshooting common issues with a product or service.

### Khushal Children Academy, Hangu, Pakistan

**Office Manager** 03/2019 – 09/2021

**Responsibilities:** Overseeing general office operation. Coordinating appointments and meetings and managing staff calendars and schedules. Purchasing office supplies and equipment and maintaining proper stock levels. Producing reports, composing correspondence and drafting new contracts.