



MUHAMMAD SOBAN
(SALES EXECUTIVE)
Deira, Dubai

P : +971542948221
E : soban.sheikh2024@gmail.com

SUMMARY OF CAREER

Seeking a fulfilling position in the maintenance industry that offers growth opportunities and allows me to utilize my leadership skills and experience.

EXPERIENCE

ICLOZURE FINANCIAL SERVICES LLC 6-2024 - Present
(DUBAI-UAE)

- Commercial Sales Executive**
- Provide excellent customer service and provide answers to client questions within set standards
 - Use effective sales and inbound/outbound telephone techniques to solidify and build client relationships.
 - Complete all required documentation to meet client needs.
 - Handling presentations to educate clients on new products.
 - Networking with new and existing clients to provide upsell and cross sell opportunities.

ALLIED BANK LIMITED 11-2021 - 02-2024

- Branch Operations Manager**
- Leading and managing overall branch Operations, maintaining service standards.
 - Develop and implement effective sales strategies and plans to achieve sales targets and business objectives.
 - Identify new business opportunities and develop strategies to expand the customer base and increase market share.
 - Reduce redundancies in process, improve turnover time and provide quality services to customers.
 - Participating in the recruitment, training and performance evaluation of branch staff.
 - Handling and facilitating internal audits and surprise inspections by external regulators.
 - Managing and facilitating loans and advances for the branch.
 - Work closely with marketing, finance and other departments to align sales strategies with overall business goals

ALLIED BANK LIMITED 07-2019 - 10-2021

- Assistant Manager Branch Operation**
- Provide comprehensive administrative support to Operations Manager.
 - Maintained accurate record for all office works and customer's financial transactions.
 - Ensured 100% accuracy in managing new accounts data using accounting software.
 - Educated customers on bank services, financial products and applicable fees.
 - Demonstrated exceptional customer services by effectively handling inquiries, complaints and escalations.
 - Directing and enhancing daily administrative operations relating to appointment bookings, cancellations, confirmations and enquiries.
 - Ensured strict adherence to company policies, procedures and regulatory requirements, maintaining a record of compliance excellence.

ALLIED BANK LIMITED 01-2026 - 06-2019

- Teller Services Officer**
- Managed day-to-day operations of currency exchange services.
 - Assisted customers with currency exchange transactions, providing excellent customer service.
 - Handled cash transactions with accuracy and efficiency.
 - Monitored and maintained adequate currency inventory levels.
 - Collaborated with team members to achieve company targets and goals.
 - Trained new staff members on currency exchange procedures and customer service standards.

EDUCATION

- SINDH UNIVERSITY JAMSHORO 2022
MBA(Human Resources)
- MEHRAN UNIVERSITY JAMSHORO 2016
Bachelor of Science in Information Technology

SKILLS

• Adaptive Problem Solving , • Financial Analysis , • Risk Assessments , • Marketing Strategies , • Customer Service and Support , • Communication skills (Interpersonal written and verbal), • Administrative Tasks , • M/S Office(Word, Excel and Power Point), • Decision Making ,

LANGUAGE

• English , • Hindi , • Urdu