



Curriculum Vitae

HASEEB USMAN

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Email: haseebusman910@gmail.com

PERSONAL PROFILE:

I am an approachable, motivated and confident Sales Executive, Sales Operation with the ability to excel sales targets and make a real difference in the organizations revenue generation.

PERSONAL PROFILE:

➤ Date of Birth : Jan25, 1998
➤ Marital Status : Single
➤ Religion : Islam
➤ Country : Pakistan

EDUCATION:

Degree Title	Passing Years	Board/University
Bachelor in Commerce	2021	BZU, Multan

EXPERIENCE:

- Worked Experience in **AIBARAKA BANK** AS A RELATIONSHIP OFFICER in Auto financed Department Mall Road Lahore from March 2021 to March2022.

➤ Responsibilities:

➤ Main Duties Performed:

- Generate new customer leads.
- Sign from customer LOU (Letter of understanding) Bank.
- Process documents.
- Login files, Sign team leader Manager.
- Follow up for Approval from Team Leader Manager.
- Deposit down payment customer follow up.
- Purchase order follow up.
- Delivery order follow up.
- Disbursement.
- Car delivered.
- Closed.

Haseeb Usman
Auto Finance

Al Baraka Bank (Pakistan) Limited
112-Rafi Mansion,
The Mall Road, Lahore, Pakistan,
www.albaraka.com.pk

Cell: 0303-8098556
0305-7374995
haseebusman910@gmail.com

alBaraka



EXPERIENCE:

- Worked Experience in **PRINCE BEDIAN MOTORS** AS A SALES EXECUTIVE Main Bedian Road Lahore from March 2022 to December 2022. Authorized Dealership.

➤ Responsibilities:

➤ Main Duties Performed:

- Generate new customer leads.
- Walk in customer deal, Telephonic deal, Social Media deal.
- Enquiry.
- Needs Analysis.
- Demonstration overall car.
- Test Drive offer.
- Follow up.
- Documentation (Cash or & Bank).
- Plan share if Auto Finance.
- Processing.
- Creation of PBO in DIMS related to New Bookings.
- Building rapport with a customer and subsequently closing the deals.
- Complete PDI (pre delivery inspection) Check the car to customer and give him details for (Registration), (Insurance car), (Tracker), Explain for car warranty before delivery overall.
- Creation Delivery order manually.
- Delivered car.
- Follow up First free inspection.
- Follow up second free inspection.
- Collection of New Vehicle Invoices & Delivering to customers.
- Providing excellent customer service to all customer, at all time.
- Training of new sales staff.
- Monthly Report to Sales Manager about Sales target.
- Weekly Report visited customer to sales manager.





EXPERIENCE:

- Worked Experience in **SUZUKI PRESTIGE MOTORS** AS A SALES CONSULTANT Kahna Nau Lahore from 1st January 2023 to Feb 2024 , Authorized Dealership.

➤ Responsibilities:

➤ Main Duties Performed:

- Generate new customer leads.
- Walk in customer deal, Telephonic deal, Social deal.
- Enquiry.
- Enter in CRM & Follow up.
- Needs Analysis.
- Demonstration overall car.
- Test Drive offer.
- Follow up.
- Documentation (Cash or & Bank).
- Plan share if Auto Finance.
- Processing.
- Creation of PBO in DIMS related to New Bookings.
- Building rapport with a customer and subsequently closing the deals.
- Complete PDI (pre delivery inspection) Check the car to customer and give him details for (Registration), (Insurance car), (Tracker), Explain for car warranty before delivery overall.
- Creation Delivery Order.
- Delivered car.
- Follow up First free inspection.
- Follow up second free inspection.
- Collection of New Vehicle Invoices & Delivering to customers.
- Providing excellent customer service to all customer, at all time.
- Training of new sales staff.
- Monthly Report to Sales Manager about Sales target.
- Weekly Report visited customer to sales manager.





EXPERIENCE:

➞ Worked Experience in **GEIB LOYALTY CARD SERVICES L.L.C** IS AN AUTHORIZED SALES AGENCY OF RAK BANK AS A RELATIONSHIP OFFICER.

➞ **STARTING FROM MAY 2024 TO TILL**

➞ Responsibilities:

- *Developed Prospects for loan & credit card.*
- *Met with clients to generate new business for loans.*
- *Maintained friendly and Professional customer interactions.*
- *Create and processed new accounts for credit card.*

SKILLS:

- ➞ Hands on Experience of DIMS (PSMCL) CRM, follow up.
- ➞ Excellent communicator and Relationship building skills.
- ➞ Pro-active, organized and excellent team player.
- ➞ Excellent communication and interpersonal skills.
- ➞ MS words.
- ➞ MS Excel.
- ➞ Software Installation & Window Installation.

LANGUAGE:

ENGLISH

URDU

SARAIKI

PUNJABI

HOBBIES AND INTEREST:

- ➞ I enjoy socializing with friends and family, watching TV (The Gadget show, documentaries), reading self-improvement books, and computing.

REFERENCES:

- ➞ Will be furnished on demand.