



Dawood Abbasi

Business Development Manager

My Contact



DAWOODABBASI786@GMAIL.COM



+92-335 5615684
+92-314 5835458



ISLAMABAD PAKISTAN

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Personality Traits:

- ☐ Excellent communication skills interpersonal skills
- ☐ Honest with my Job
- ☐ Good Analytical skills
- ☐ Ability to work in team as well as individually
- ☐ Positive thinking and hardworking
- ☐ Possess leadership qualities
- ☐ Trustworthy
- ☐ Smart working ability

Work Experience:

Treasury Officer

AA Exchange & Company in Islamabad Pakistan

Key responsibilities:

- Managing current and past business records
- Look at recent financial performance and identify trends
- Prepare reports on the weekly record and communicate the insights of these reports to the broader business
- Making Daily excel sheet for the inward and outward remittance and foreign currency data.
- Looking at the daily remittance coming through ria, money gram and western union

Business Manager

3 Years of Work as a Business Manager at HD Traders Islamabad.

Responsibilities:

- Managed market operations and supervised the sales team
- Oversaw supply chain and stock management
- Negotiated and dealt with various companies
- Handled cash transactions and managed accounts
- Assigned tasks to delivery staff and monitored their performance
- Analyzed product availability and market demand

Area Sales Manager

Area Sales Manager at Panda Chemicals Islamabad

Customer Service Representative

CSR at Alfalah Exchange & Company UAE

- Assisted customers with financial transactions and inquiries
- Processed online money transfers to various countries
- Guided customers in receiving funds securely
- Resolved customer issues and provided support
- Managed salary processing for clients

Hobbies

- **Internet surfing**
- **Dealing with Customer**
- **Reading books**

Education Background

- Graduation BA Form Allama Iqbal Open University Islamabad.
- HSSC (ICS) Intermediate in Computer Science From F.B.I.S.E Federal Board of Intermediate and Secondary Education Islamabad in Year 2014
- Grade 10 From F.B.I.S.E Federal Board of Intermediate and Secondary Education Islamabad in Year 2010.

Personal Profile

Date of Birth : 22nd Dec, 1994

Nationality : Pakistani

Sex : Male

Marital Status : Married

Passport No : LF1015991

N.I.C No : 61101-6970599-1

Permanent Address : House No 4, St No 8, Abdullah Town, Bharakahu ,Islamabad, Pakistan