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2 Years Visa Ready



Experience

Financial Executive / Account Officer

MUSHTARKA MUHMAND PETROLEUM SERVICES

Sept 2021 - May 2022

Client-Centric Account Manager: Driving Growth & Exceeding Expectations

Increased client retention by 20% through exceptional support, proactively learning needs & resolving issues.

Exceeded annual sales quota by 15% by leveraging cold calls, persuasive presentations, & persistent follow-up.

Mastered data analysis and strategic planning: Identified potential revenue from overlooked market segments.

Developed winning sales strategies, boosting average deal size by 10%.

Build strong relationships: Forged long-term partnerships with key clients, resulting in repeat business.

Skilled in: Account Management | Cold Calling | Customer Success | Data Analysis | Sales Strategy | Client Relationships | Negotiations | Database Management | Industry Trends

Accounts Manager



BLACK DIAMOND COAL COMPANY (SMC-PVT) LIMITED

Mar 2020 - Aug 2021

Strategic Manager | Driving Operational Excellence & Growth

Leadership Expertise:

Oversaw day-to-day operations, ensuring efficient workflow and high productivity.

Set growth strategies & goals, achieving quantifiable result.

Optimized budgets & expenses, reducing costs by 15%.

Developed & implemented effective policies & processes, streamlining operations.

Talent & Performance:

Led recruitment & training, building a high-performing team.

Conducted employee assessments, providing targeted development opportunities. Directed performance improvement plans, boosting employee retention by 25%.

Financial & Results-Oriented:

Improved financial performance, increasing profitability.

Generated comprehensive reports for upper management, providing data-driven insights. Collaborated with sales team to identify & grow territory opportunities, securing new clients. Managed challenging client requests & escalations, exceeding expectations.

Assistant Manager /Account Officer

Croplands Chemicals & Seed Services

Nov 2018 - Feb 2020

Administrative & Customer Success Powerhouse | Account Management Pro

Executive Support:

Master of calendars & schedules: Streamlined manager's workflow, optimizing time management. Data-driven reporting:

Generated insightful reports, supporting strategic decision-making.

Customer Champion:

Expert service & complaint resolution: Exceeded customer satisfaction.

Empowered team success: Provided impactful training & feedback, driving performance. Process innovator: Streamlined operations through new procedures, boosting efficiency.

Strategic Account Management:

Full-cycle account ownership: Managed portfolio from onboarding to closure, minimizing errors. Customer first: Resolved disputes & provided exceptional service, achieving higher retention rate. Relationship builder: Fostered strong client connections, leading to repeat business.

Growth-oriented: Identified & pursued new business opportunities, exceeding financial goals.

SALES EXECUTIVE

Butt Marketing Services

Oct 2017 - Oct 2018

Education



University of Engineering and Technology, Taxila

Aug 2013 - Sept 2017

Bachelor of Business Administration - BBA(Hon's)Finance, General



Shaheed Zulfikar Ali Bhutto Institute of Science and Technology

Sept 2017 - Aug 2018

Master in Project Management(MPM), 2017 - 2018

Licenses & Certifications



Accounting & Finance - TestDome

b11fe4972a7749a3b6a2d4726bb985ab



Accounting & Finance - TestDome

www.testdome.com/certificates/5f06f54c5cb84bfeac7e4e09b253b034



Accounting Foundations - LinkedIn

Skills:

Communication • VBA Excel • Employee Benefits • Accounts Payable (AP) • Accounts Receivable (AR) • Payroll
• Account Reconciliation • Teamwork • Social Media • Customer Retention • Outsourcing • QuickBook