 **RAJ KUMAR**

 Contact Information:

**Address:**

 Meena bazar al Rustamani building near bur Dubai Temple

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* **Career Objective:**

 I want to join a visionary organization that allows employees to have many different roles with endless learning opportunities.

# **Specialization:** HRM

* **Knowledge & Skills:**

# **Academic Qualification**

* **Experiences:**

* + Ability to plan, organize and keep going when things get difficult
	+ Learnt to speak efficiently in formal meetings
	+ Learnt how to listen to the needs of others and provide proper support
	+ Experience of dealing effectively with a variety of customers through working
	+ Gained insight to work in teams
	+ Good Communication and Presentation Skills
	+ Good Decision Making skills
	+ Ability to work independently under pressure with responsibility on time

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| --- | --- | --- | --- |
| Education | Year | Institution | CGPA/Division |
| Bachelor of Public Administration (BPA) | 2012 | University of Sindh | 1st division |
| Intermediate (Pre-med) | 2006 | B.I.S.E Sukkur | A-Grade |
| Matriculation | 2003 | B.I.S.E Sukkur | A-Grade |

* + - Cashier in HBL from May 2022 To August 2023.
		- Relationship Manager in HBL from April 2021 To April 2022.
		- Retail Sales Officer (RSO) in HBL from March 2020 to March 2021 in FULCRUM (Pvt) limited Assigned To HBL.
		- Retail Sales Officer (RSO) in HBL from August 2018 to February 2020 FSC Integrated Services (Pvt) limited Assigned To HBL.
		- Cashier in TMA Rice Mills Ghotki from July 2017 To July 2018.
		- Cashier in Ghotki Cotton Factory Ghotki from June 2016 To June 2017.
		- Cashier in Samdha Rice Mills Ghotki from Apirl 2015 To May 2016.

**Job Responsibilities:**

* + - Handling Cash, Cashing cheques, Checking Statements, Receiving payments issuing receipts, Processing deposits and withdrawals.
		- Managing transaction with customer using cash register, Scanning goods and ensuring pricing is accurate, Collecting payments whether in cash or credit.
		- Designing and implementing a strategic business plan and techniques necessary for achieving the sales targets.
		- Owing recruiting, objectives setting coaching and performance monitoring of sales representative.
		- Mapping potential customers and generate leads for organization.
		- Building and promoting strong long lasting customer relationships by partnering with them and understanding their needs.
		- Presents sales revenue and expenses reports and realistic forecasts to the management team.
		- Identifying emerging markets achieving growth and hitting sales targets by successfully managing the sales team.
		- Recovery of mark up (by making telephonic talk, reminder eventually physically visit to obtain markup)
		- Ensure to meet more than 100% target in each category.

Compliance of Regulatory Policies, HBL Credit Procedure Manual and Product policie.

# **Personal Information:**

#  Father name : kanya lal

#  Marital Status : Single

#  Domicile : Sukkur Sindh

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* **Extra-curricular activities**
* Always ready to participate in events like seminars
* Internet Surfing
* Keep fit and healthy by playing sports like Cricket
* Watching movies and listening to music
* **References** Personnel and Professional References will be gladly furnished upon demand.