



# Muhammad Nisar Shah

## CAREER OBJECTIVE

Seeking a career oriental position with a multinational or professionalism managed organization where my work experience is best utilized for dedicated corporate development a position where sense of responsibility commitment and out put of woke is required along with personal or processional growth.

## Contact

### Phone

+971502052931

### Email

Nisar.shahsaib007@gmail.com

### Address

Abu Dhabi

## Education

2020

### Master(Economics)

Abdul Wali Khan University Mardan  
Pakistan

2017

### Bachelor of Arts

University of Peshawar Pakistan

## Personal Information

- Date of Birth: 28-12-1992
- Visa Status: Visit
- Paspot No: FT5159152
- Religion: Islam
- Nationality: Pakistani
- Marital Status: Married

## Language

English

Urdu

Pushtoo

## Experience

Ufone Pakistan Telecom Mobile Limited

○ 2020-2023

Accountant

### Job position here

#### Compiling, analyzing, and reporting financial data

Creating periodic reports, such as balance sheets, profit & loss statements, etc.  
Presenting data to managers, investors, and other entities.

Maintaining accurate financial records.

Performing audits and resolving discrepancies.

Computing taxes.

Keeping informed about current legislation relating to finance and accounting.

Assisting management in the decision-making process by preparing budgets and financial

○ Ufone Pakistan Telecom Mobile Limited

2017 - 2020

### Sale And Distribution Manager

### Job position here

Management of Sales, CSR, DSO and RSO Team of Franchise.

Maintaining Upaisa float according to the retail need.

Inventory management of Prepaid cards, sims, HLR and Upaisa.

Audit of Sales Team.

Manage Upaisa, Sales and Distribution Account of Franchise.

Preparing SO Targets and managing its Achievements.

Resolve Retailers issues through removing communication gap.

○ Keeping proper record of BVS devices.

Regular visits to Distributors & UShop retailers to ensure that stock levels are maintained, BVS devices are operational, ensuring that the assigned HVC targets are achieved every month

Responsible for achieving HVC sales target from assigned distributor by facilitating them & engaging in productive

Activities like guidance on different Ufone promos, product awareness, retailer motivation to drive customer base for High Value products

Ufone Pakistan Telecom Mobile Limited

2012 - 2017

### Customer Service Representative

### Job position here

Provide the very best customer service to internal/external customers

Processes claims according to specified procedures and standards, meeting all position production and quality standards.

Answer customer questions, as well as question participants to obtain full understanding of what information is being requested.

Document all calls with regards to customers inquires accurately.

Provide quality customer service on every call.

Recognizing and managing assertive customer's call.

Promote teamwork and call center success.

Resolve customer's service or billing complaints by performing activities such as

adjusting bills

Maintain daily follow up call data, Complaints and feedback to prepare & keep updated SOP's