

# Khaleeq Uz Zaman



## PROFILE SUMMARY

Contribute to the organization's goals through service to the best of my ability and knowledge, while holding the integrity and values of the Organization. To develop my personal growth and career in conjunction with the organization's development, through demonstrating a passion for learning and commitment to quality & performance Adapted to working in diverse and fast-paced working conditions while developing a positive work environment. An enthusiastic professional having the ability to present ideas in a meaningful manner and stay updated with industry-related Management and Communication.

## CORE COMPETENCIES

- Build and maintain strong relationships with customers to foster loyalty and trust in the bank's Islamic banking offerings.
- Promote Islamic banking products and services, such as Islamic savings accounts, Murabaha, Ijarah, and Musharakah financing, to cater to customers' financial needs and objectives.
- Ensure strict compliance with Islamic banking principles, avoiding interest-based transactions, and adhering to Shariah-compliant banking practices.
- Educate customers about the various Islamic banking solutions available, providing them with tailored.
- recommendations to meet their individual financial requirements.

## WORK EXPERIENCE

**AUG 2023 - Present**

### BEST WESTERN PLUS HOTEL & RESORT WORKING AS A Branch Supervisor (UAE)

- Efficiently handling customer transactions and Cash.
- Providing exceptional customer services.
- Maintaining all the Inventory and Stock Purchasing.
- Checking Products Expirations.
- Maintain all the records of stock in excel.
- Accurately processing payments
- Maintaining the cleanliness and organization of the Mart.
- And adhering to the Mart's policies and procedures.

### QUICK SUPERMARKET 2 YEAR EXPERIENCE AS A CASHIER (UAE)

- Efficiently handling customer transactions
- Accurately processing payments
- Maintaining the cleanliness and organization of the cashier area
- Providing exceptional customer service
- And adhering to the supermarket's policies and procedures.

### INTERNSHIP AT SUMMIT BANK OF PAKISTAN FOR 6 MONTHS

- Provide ongoing support to customers regarding their accounts, transaction and other inquiries
- Data Entry
- Financial Analysis
- Customer relationship Management

## CONTACT INFO



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## PROFESSIONAL SKILLS

- Strong Work Ethics
- Time Management
- Leadership Conflict
- Resolution
- Influencing
- Patience
- Creative Thinking
- Strong Communication
- Skills Team Player
- Active Listening.
- Attention to Detail

## EDUCATION

Matric , I.com Bise LHR,  
BBA (Hons) Preston  
uniiversity Islamabad

## CAREER OBJECTIVE

Seeking a challenging assignment and responsibility to utilize knowledge and experience in a company with an opportunity for growth and career advancement as successful achievement.

## LANGUAGES

English  
Urdu  
Punjabi

## INTEREST

Reading  
Sports  
Traveling  
Marketing

## PRO SKILLS

- Accurate Financial Data Entry
- Reconciliation
- Financial Reporting
- Accounts Payable/Receivable Management
- Budget Tracking
- Month-end/Year-end Closing
- Compliance Adherence
- Detail-oriented Record-keeping
- Financial Software Proficiency
- Communication
- Client Relationship Building
- Consultative Selling
- Islamic Finance Knowledge
- Presentation Skills
- Sales Achievement
- Market Analysis
- Problem-solving
- Goal-oriented
- Sales Reporting
- Networking
- Needs Analysis
- Industry Trends Understanding
- Networking
- Customer Relationship Management
- Simplifying Complex Concepts
- Upselling/Cross-selling
- Adaptability

## DRIVING LICENSE

Valid UAE License

## ONE YEAR BANK ALFALAH ISLAMIC AS A RELATIONSHIP & SALES MANAGER

- Provide ongoing support to customers regarding their accounts, transactions, and other banking inquiries to ensure a high level of customer satisfaction.
- Work towards achieving individual and team targets for sales, revenue, and customer retention, contributing to the bank's overall growth and profitability.
- Stay updated on industry trends and market insights within the Islamic finance sector, adapting strategies accordingly to remain competitive in the market.
- Prepare and submit regular reports to senior management on sales performance, customer feedback, and market dynamics, assisting in informed decision-making.
- Build a strong professional network within the Islamic finance community, representing the bank at industry events to enhance its visibility and reputation.
- Cultivate and nurture strong relationships with a portfolio of clients, understanding their financial needs and objectives.
- Regularly communicate with clients to offer personalized Islamic financial solutions and address any concerns they might have.
- Provide exceptional customer service by promptly responding to inquiries, resolving issues, and ensuring overall customer satisfaction.
- Conduct thorough financial assessments of clients' situations and propose appropriate Sharia- compliant financial products and services.
- Advise clients on Islamic investment opportunities, savings plans, and financing options that align with their goals and values.
- Ensuring accurate and complete documentation for policy issuance and claims processing. Engaged potential clients through various channels, such as cold calling, referrals, and networking events.
- Built strong relationships with clients to understand their insurance needs and tailor solutions accordingly. Developed expertise in IGI Life Insurance's product offerings, including life insurance policies and investment plans.
- Worked towards achieving individual and team sales targets to contribute to company growth.

## ONE YEAR IGI LIFE INSURANCE AS A MARKETING AGENT & SALES MAN

- Identifying potential customers leads to expanding the customer base.
- Building and maintaining strong relationships with clients to understand their insurance needs.
- Educating clients about various insurance products offered by IGI Life and their benefits.
- Achieving sales targets by effectively selling insurance policies to clients.

## CLEANOL SERVICES COMPANY 1 YEAR AS A ASSISTANT ACCOUNTANT OTHER ACTIVITIES

- Managed daily financial transactions, including accounts payable and receivable.
- Accurately recorded invoices, receipts, payments, and financial documents.
- Reconciled bank and vendor accounts, ensuring data accuracy.
- Supported the preparation of financial statements and reports.
- Assisted in monitoring and tracking company expenses within budgetary limits.
- Contributed to month-end and year-end closing processes.
- Maintained organized financial records and documentation.
- Developed and nurtured strong client relationships, understanding their financial needs.
- Offered personalized Islamic financial solutions and advice.
- Achieved sales, revenue, and customer retention targets.
- Stayed updated on Islamic finance trends and market insights.
- Prepared and presented sales performance reports to senior management.
- Represented the bank at industry events, enhancing its reputation.
- Engaged potential clients through cold calling, referrals, and networking.
- Recommended suitable insurance solutions based on client needs.
- Achieved individual and team sales targets, contributing to company growth.
- Provided exceptional customer service and addressed inquiries.
- Stayed informed about insurance industry trends and market dynamics.
- Collaborated with colleagues and attended industry events.
- Educated clients on the benefits of life insurance and policy options.