



# Syed Karman Ali Shah Bukhari

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## Summary

To be able to put into practice my gained knowledge. To be able to utilize my strengths and weaknesses. To be effective in maintaining harmony in any kind of people, to show initiative in problem-solving while performing all given tasks.

## Experiences professional

Relationship Officer, [Ztech Manpower Services LLC], [Dubai],  
[United Arab Emirates]

April [2023] – July 2024

- Increase credit card customers.
- Engage and educate customers on product usage.
- Convey brand information to customers and respond to questions/inquiries that arise.
- Responsible for daily/monthly sales targets.
- Investigate and address competitors' activities.
- Prioritize and schedule proactive calls to organization's accounts.
- Update and manage contact database with accurate profiles, notes, and relevant information.
- Undertake training on the firm's markets and products, and improve on selling skills.
- Match sales opportunities that cover other products involving various sales representatives

Relationship Officer, [Finmart Financial Services LLC], [Dubai],  
[United Arab Emirates]

June [2022] - December [2022]

- Increase credit card customers.
- Engage and educate customers on product usage.
- Convey brand information to customers and respond to questions/inquiries that arise.
- Responsible for daily/monthly sales targets.
- Investigate and address competitors' activities.
- Prioritize and schedule proactive calls to organization's accounts.
- Update and manage contact database with accurate profiles, notes, and relevant information.
- Undertake training on the firm's markets and products, and improve on selling skills.
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Assistant Compliance Officer, [Soorty Enterprises Pvt Ltd- Head Office], [Karachi], [Pakistan]

December [2020] - March [2022]

- Conduct an analysis of information pertaining to various compliance Related functions and regulation as directed by the compliance officer.
- Prepares and present a summary of findings to the compliance officer to review.
- Organize and maintain all compliance related record and files.
- Assist in preparing for and responding to routine reviews/audit.
- Type/Transcribe Correspondence as directed.
- Performs routine compliance tasks concerning documentation, reporting.
- Make Schedule of training for new employees.

Project Officer, [TCS Pvt Limited Head Office], [Karachi], [Pakistan]

January [2020] - December [2020]

- Keeping files in orderly manner as well as maintaining its confidentiality.
- Organizing office documents accurately.
- Entering the Receipts of all return bulk of shipments and preparing a report to the management.
- Arranging shipments according to categories and destination codes.
- Swiftly dealing with customers according to their related shipments.
- Maintaining deadlines for different assigned projects.
- Maintaining intricate shipment.
- Reporting to senior officers about completion of shipment.
- Meeting the deadlines given by management.

## Education

- Matriculation 2017 (BSEK Karachi Sindh).
- Intermediate 2019 (BIEK Karachi Sindh).

## Languages

- English
- Urdu
- Sindhi

## Skills

- Microsoft Word
- Microsoft Power Point
- Microsoft Excel
- Communication
- Active Listening
- Time Management & Problem Solving

## Hobbies

- Photography, Music, Gaming, Traveling, Reading.

## Personal Details

Date of Birth : 02 -Dec-2000

Nationality : Pakistani

Religion : Islam

Marital Status : Single

Visa Status : **Visit Visa**

Passport Number : GN5174611