



HAMZA KHAN

A-34 sector 15-A-5 Buffer Zone,

North Nazimabad, Karachi

0331-2668488

hamzakhn7819@gmail.com

OBJECTIVE

Seeking a challenging career position where unique blend of SALES, MARKETING, BUSINESS DEVELOPMENT, CUSTOMER SERVICE and MANAGEMENT TALENTS can be effectively utilized by a company offering long-term opportunities for professional growth in recognition of dedication, drive and superior performance

EDUCATION

- Masters in Public Administration from Karachi University (in progress)
- B.COM (Bachelor of Commerce) from ILMA University
- Intermediate (Commerce) From Board of Intermediate Education Karachi.
- Matriculation (Computer Science) From Board of Secondary Education Karachi.

EXPERIENCE

NBP FUND Management Limited (Karachi, Pakistan) Period March 9, 2021 Till Date

Designation- - Relationship Manager

Key responsibilities:

- Developed new sales strategies to target new customers for tax rebate.
- Responsible to achieve sales target on monthly basis.
- Managing daily, week & monthly sales analysis MIS.
- Attending training session on quarterly basis to upgrade our self.
- Attending monthly business review meetings with high level management.
- Daily reporting with line manager on daily sales visits.

- Help to solve customer's problems.
- Monitored daily trading and funds pricing
- Daily work on CRM

INTERPERSONAL SKILLS

- Having good communication skills.
- Self-motivated, determinant, task oriented, dedicated.
- Able to learn quickly through experience.
- Committed to complete job on time.
- Can easily handle situation in critical time or work pressure.
- Leading the team with motivation and organizational goal interest.
- Can understand any task which assigned to me.

COMPUTER LITERACY

- Microsoft Internet Explorer (Web surfing program)
- Microsoft Word (for Letters, Drafts, Memos etc.)
- Microsoft Excel (for Worksheets of Sales etc.)

PERSONAL INFORMATION

Name: Hamza Khan

Father's Name: Bashir KHan

Date of birth: 14th JAN 1997

CNIC : 42000-8384520-3

Religion: Islam

Nationality: Pakistani

Marital Status: Single

Language: English & Urdu

REFERENCE

As Upon Request