MUHAMMAD ASHRAF QURESHI**.**

H/No-257, Westridge Bazar Rawalpindi Cantt, **Rawalpindi.**  **MOBILE # 0333-9814779**

[**goldenfuture110@gmail.com**](mailto:goldenfuture110@gmail.com)**,**

**Objectives,**

I am enthusiastic to work in a dynamic and progressive organization like yours as it has/had always been a source of inspiration and encouragement to me. Willing to make a substantial contribution of my skills to your organization through my academic and practical background. Always ready to accept challenges and can still work stressful environment. I intend to fully utilize my capabilities and experience for the growth of your organization I believe in staying positive and unbeaten in everything I do.

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| **Major Expertise & Field Experiences,** |

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| (1) Administration & Sales Management, | (2) Accounts /Payables /Receivables |
| (3) Resolve Queries / Support | (4) Banking, (CRM – Consumers), |
| (5) Data Entry Specialist - - Typing Speed - - Word & Numeric. | |

**Favorite Subjects,**

(1) Accounting, (2) Mathematics, (3) Art & Drawing,

**PROFESSIONAL EXPERIENCE**

**EFU LIFE ASSURANCE LIMITED**

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| **Designation**  Executive Business Development Manager - EBDM | **Employment Status**  Permanent Commission-Code – 59540 | **Business / Functions**  Life Insurance  & Financial Services, | **Date From**  1st November 2008. To Continue. |
| * Letter received from EFU on dated 16-08-2010 as a **Unit Manager**, after passed exams from Head Office, * Before this date I had worked as a free lancer. (Part Timer). * Due to running personal cosmetics distribution setup, (to all over Karachi). | | | |
| **Achievements**   * On First Year MDRT qualifier in 2012. (International Target Qualifying Member) * On 1st Year 100 + Plus sales in 2012. (Company target, BDM – Achieved) * On 2nd Year 100 + Plus sales in 2013. (Company target, BDM – Achieved) * On 3rd Year 100 + Plus Sales in 2014. (Company target, BDM – Achieved) * Start as a Unit Manager in Insurance Industry, 39 directly recruitments within a year. * You see my appreciation letters on interview. | | | |

**B) ABN AMRO BANK**

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| **Employee ID**  1-03-18635 | **Employment Status**  Contract | | **Contractor**  C & C |
| **Last Position**  Litigation Supervisor | **Department**  Recovery & Litigation | | **Bank**  ABN AMRO BANK |
| **Business / Function**  Consumer Banking | **Unit**  Credit Risk Management | | **Location**  Main & Shaheed-e-Millat, Karachi – Pakistan |
| **Designation Start**  Litigation Officer | **Designation End**  Litigation Supervisor | **Date From**  8th August 2006 | **Date End**  31st July 2007 |
| **Achievements**   * 3 Times Pan Pakistan Top Performer, You see my incentive cheques on interview. * I’m the person to arrest defaulter against case # 33/2006 in Banking Court II, on First time in ABN AMRO history. | | | |

**Job Knowledge & Expertise:-**

* To recover written off accounts using legal letters and calls and location methods, utilizing skip tracing methods to locate debtors, maintain payment record, perform related work.
* Affect maximum recovery in cases of 365 days and later on.
* Tactfully deals with contacted customers / defaulters to bring them on paying scale.
* Co ordination with lawyers for issuance of legal notices.
* Submit weekly progress report to manager litigation.
* Co ordinate with customer services, FRMU, Operations department and branch banking to resolve the cases.
* Develop relationship network between the bank, court officials, police officials and the customers.

**C) BANK AL FALAH**

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| **Employee ID**  14421 | **Employment Status**  Bank Pay Roll | **Bank Contract**  Bank Al Falah – HRD | |
| **Last Position**  Recovery & Litigation Officer | **Department**  Recovery & Litigation | **Bank**  Bank Al Falah | |
| **Business / Function**  Consumer Banking | **Unit**  Credit Risk Management | **Location**  Card Centre, Shahrah-e-Faisal, Karachi – Pakistan | |
| **Designation Start**  Recovery & Litigation Officer | **Designation End**  Recovery & Litigation Officer | **Date From**  12th December 2005 | **Date End**  7th August 2006 |

**D) STANDARD CHARTERED BANK**

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| **Employee ID** | **Employment Status**  Contract | | **Contractor**  C & C |
| **Last Position**  Litigation Officer | **Department**  Litigation | | **Bank**  Standard Chartered Bank |
| **Business / Function**  Consumer Banking | **Unit**  Credit Risk Management | | **Location**  Main, Karachi – Pakistan |
| **Designation Start**  Litigation Officer | **Designation End**  Litigation Officer | **Date From**  1st June 2005 | **Date End**  10th December 2005 |

**E) LG ELECTRONICS**

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| **Employee ID**  957 | **Employment Status**  Permanent | **Contract**  HRD | |
| **Last Position**  Branch Coordinator | **Department**  Finance / Sales | **Company**  New Allied Electronics Industries (Pvt) LTD. | |
| **Business / Function**  Electronics | **Unit**  Area Branch Office | **Location**  Shaheed-e-Millat, Karachi – Pakistan | |
| **Designation Start**  Sales Officer | **Designation End**  Branch Coordinator | **Date From**  1st September 2003 | **Date End**  31st May 2005 |

**F) TCS (PVT) LTD.**

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| **Employee ID**  5159 | **Employment Status**  Permanent | | **Contract** |
| **Last Position**  Retail Sales Officer | **Department**  Sales | | **Company**  TCS (Pvt) LTD. |
| **Business / Function**  Courier Services | **Unit**  Sales | | **Location**  Main, Karachi – Pakistan |
| **Designation Start**  Data Entry Operator -DEO | **Designation End**  Retail Sales Officer | **Date From**  21st November 1997 | **Date End**  31st August 2003 |

**Applicant Personal Information’s:-**

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| **First Name**  Muhammad | **Middle Name**  Ashraf | **Last Name / Sure Name**  Qureshi. |
| **CNIC #** 42101-1986329-1 | **Father’s Name**  M. Athar Qureshi. | **Marital Status**  Single |
| **Religion / Nationality**  Islam / Pakistani | **E-Mail.**  **goldenfuture110@gmail.com,** | **Health**  Sound & Fit |
| **Address**  H/No-257 Westridge Bazar, Rawalpindi Cantt, Pakistan. | **Permanent Address**  II J, 19/5, Nazimabad-2, Karachi, Pakistan. | **Post Office**  Firdous Colony, Karachi.  Pakistan. |
| **PH–(Res)** 0344-3065765 | **Cell** # 0333-9814779 | **Emergency** # 0344-3065765 |

**Academic Qualification :-**

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| **Certificate / Degree** | **Subject** | **Institute / University** | **Year Passing** |
| Master’s (M.A.) | International Relations | University of Karachi. | 2004 |
| Bachelor | Commerce | University of Karachi. | 2002 |

**Professional Qualifications:-**

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| Air Ticketing (PIA) | MS. Office | Word Star | Basic Language |
| Dos Utilities | E. D. P. Concept | dBase III+ | Lotus |

**Data Entry / Key Punching**

**(1)** Typing Speed **62 WPM (2)** Data Entry (Key Punch) **Speed 12000 PH.**

**Note :-** **10 Years** practical working experience on following software’s

(1) CTL (2) CWX (3) ORACLE (4) UNEIX (5) FOXPRO

**Interests:-** Computers, Reading Books, Music, Drawing & Cricket.

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**Domestic Traveling”-**

All 4 Provinces, (Punjab, Sindh, Baluchistan & KPK ) - traveled By Road.