

# Muhammad Zubair Rao

## Business Graduate

A tech savvy and highly-motivated business graduate looking for the best opportunities to leverage the professional knowledge and positive attitude to enhance the organizational performance.

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03120010104

Sector 16/A, Bufferzone, Karachi, Pakistan

20 July, 1998

## EDUCATION

### Masters of Business Administration (MBA)

Karachi University Business School (KUBS)

10/2023 - Present

Karachi, Pakistan

Major

- Finance & Investments

### Bachelors of Business Administration (BBA)

Karachi University Business School (KUBS)

02/2019 - 12/2022

Karachi, Pakistan

Major

- Finance

## WORK EXPERIENCE

### Customer Development Specialist

Bazaar Technologies

11/2023 - Present

Karachi, Pakistan

Achievements/Tasks

- Lead a team of order bookers for Gulshan e Iqbal, Gulistan e Johar and Bahadurabad respectively.
- Digitally empowers 100s of customers by educating them on bazaar application.
- Drive sales growth for bazaar's private label products through targeted initiatives and incentives program.
- Collaborate cross-functionally to implement product and service improvements drive by customer feedback.

### Personal Banking Officer

Meezan Bank

07/2023 - 11/2023

Karachi.

Achievements/Tasks

- Networked to increase client base and encourage existing clients to expand financial portfolios.
- Processed customer requests for statements, ordering additional checks, and updating customer personal information in database.
- Established new accounts for high net worth individuals and serviced existing accounts to maximize revenue.
- Assisted customers with setting up or closing accounts, completing loan applications, and signing up for new services.

### Intern

Meezan Bank

03/2023 - 05/2023

Karachi

Achievements/Tasks

- Sorted and organized files, spreadsheets, and reports.
- Analysed problems and worked with teams to develop solutions.
- Interacted with customers by phone, email, or in-person to provide information.

## SKILLS

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Adaptable

Excellent communication skills

Critical thinking

Strong decision making

Hardworking

Positive attitude

Team work

Tech savvy

## CERTIFICATES

Hifz ul Quran

## LANGUAGES

English



Urdu



## INTERESTS

Body building

Movies & series

Learning new things