



Muhammad Zeeshan

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PROFILE

More than 6 year experience in semi government as well as private sector as an loan officer, Virtual Assistant and sales executive in Khushali Micro Finance Bank, AAIM E-Commerce and Unilever. Skilled in creating bank reconciliation statements, Eager to take on challenging role in a dynamic organization where I can utilize my skills and knowledge to make a significant contribution to the company's financial success.

EXPERTISE

- Amazon
- Walmart
- Grab the Customer
- Best Story Teller
- Best Communication Skills

REWARD

Oct 2020 | As a Loan Officer
The Best Employee of the Year

May 2021 | As a Best Salesman
The Best Employee of the Year

LANGUAGES

ENGLISH
URDU

EXPERIENCES

Khushali Micro Finance Bank 05/2019 - 04/2021,
Loan Officer

- Proficiently managed Sales & marketing while, including loan payments, cross selling, cheque books, credit cards, and miscellaneous general banking.
- Executed monthly rate-wise reporting of sales, daily reporting of branch's daily position, and monthly reporting of targets, while
- Managed banking products, while delivering excellent and quality services to clients to foster positive relations, retain customer existing customers and achieve higher satisfaction. Rendered support to existing and potential clients for smooth working

AAIM E-Commerce | Jan 2021- June 2023

Virtual Assistant

- Fulfilling FBM Order Listing New Products, Updating Inventory, Track Information Management, Providing Answers to Customer Questions, Replying on Amazon Reviews

Unilever | Jan 2017- Apr 2019

- Identify prospective customers, lead generation and conversion
- Contact new and existing customers to discuss needs
- Emphasize the features of products to highlight how they solve customer problems
- Negotiate prices and terms and prepare sales agreements
- Collaborate with colleagues in many different sectors
- Maintain contact lists and follow up with customers to continue relationships

EDUCATION

B.com | 2009 - 2011

The University of The Punjab