



# Muhammad Zeeshan Arshad

## Resume

✉ ziishanarshad@gmail.com ☎ +971526952993 📍 Abu Dhabi

### Education

#### Masters in Business Administration

Feb 2014 - Jul 2015

Bahria University, Islamabad

Majors : Marketing

### Employment

#### Banking Sales Executive

Oct 2023 - Present

Derby Sales Management, Abu Dhabi

Carrying out,

Customer Service

Telesales for Mashreq Bank Credit Cards

Attaining monthly sales targets for credit cards

#### Sales & Customer Service Executive

Aug 2021 - May 2023

About Cars Pk, Rawalpindi

Achieved sales targets on weekly and monthly basis

Negotiating with client on solid grounds

Conducting B2B and B2C Automotive Sales

Maintaining strong clientage with clarity and transparency

#### Owner

Feb 2021 - Jul 2021

Self Employed, Rawat

A restaurant startup

Providing fresh and local cuisine.

Leading the team of workers

Managing Procurement of raw materials

Ensuring maximum customer satisfaction

#### Branch Administration Manager

Oct 2018 - Feb 2021

Roots Millennium Schools, Islamabad

Leading a team comprising of

Supervisors

gate keepers

Security guards

Maids

Janitorial staff

Implementing duty rotas of support on daily basis.

Acting as front man for all kind of aspects such as,

infrastructural Management

Human Resource Management

Financial Management

Parental Dealing and queries Management

Achieved Annual Student Enrolment Targets.

### Personal details

Date of birth

July 6, 1991

Driver's license

Available (Pakistan)

Gender

Male

Nationality

Pakistani

Civil status

Married

### Skills

Adobe photoshop



MS Office



### Languages

English



Urdu



### Qualities

■ Responsible

■ Punctual

■ Problem Solver

■ Team Player

■ Calm under pressure

Achieved monthly Fee Recovery Targets.

Acted as a focal person for all on campus and off campus events and their timely and effective management.

**Property Advisor**

Dec 2017 - Sep 2018

Ideal Real Estate, Islamabad

Worked on commission basis.

Sold ready plots and lands for farm houses.

Managed investor's money.

Renting Out Properties to clients as per their budget and need.

**Counter Service Officer Banking Operations**

Mar 2016 - Nov 2017

NIB/MCB Bank Ltd, Islamabad

Worked in banking operations department,

Managed customer transactions such as remittances, cash and FCY transactions efficiently.

Ensured high end customer satisfaction by handling their day to day queries regarding banking and their accounts.

Convinced walkin clients to be a part of banking family and opened their accounts

**Sales Executive**

Nov 2015 - Dec 2015

NIB Bank Ltd, Rawalpindi

Conducting successful banking sales and bringing NTB accounts (new to the bank accounts).

Following up and maintaining ETB accounts deposit in the bank in order to achieve financial targets for the branch.