



## Curriculum Vitae

HASEEB USMAN

Cell No: +971 586855126  
Address: Deria Baniyass Squ Dubai  
Email: haseebusman910@gmail.com

### PERSONAL PROFILE:

I am an approachable, motivated and confident Sales Executive, Sales Operation with the ability to excel sales targets and make a real difference in the organizations revenue generation.

### PERSONAL PROFILE:

➤ Date of Birth : Jan25, 1998  
➤ Marital Status : Single  
➤ Religion : Islam  
➤ Country : Pakistan

### EDUCATION:

Degree Title	Passing Years	Board/University
Bachelor in Commerce	2021	BZU, Multan

### EXPERIENCE:

➤ Worked Experience in **AIBARAKA BANK** AS A RELATIONSHIP OFFICER in Auto financed Department Mall Road Lahore from March 2021 to March2022.

#### ➤ Responsibilities:

#### ➤ Main Duties Performed:

- Generate new customer leads.
- Sign from customer LOU (Letter of understanding) Bank.
- Process documents.
- Login files, Sign team leader Manager.
- Follow up for Approval from Team Leader Manager.
- Deposit down payment customer follow up.
- Purchase order follow up.
- Delivery order follow up.
- Disbursement.
- Car delivered.
- Closed.

Haseeb Usman  
Auto Finance

Al Baraka Bank (Pakistan) Limited  
112-Rail Manzil,  
The Mall Road, Lahore, Pakistan.  
www.albaraka.com.pk

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alBaraka 



## **EXPERIENCE:**

➤ Worked Experience in **PRINCE BEDIAN MOTORS** AS A SALES EXECUTIVE Main Bedian Road Lahore from March 2022 to December 2022. Authorized Dealership.

### **➤ Responsibilities:**

#### **➤ Main Duties Performed:**

- Generate new customer leads.
- Walk in customer deal, Telephonic deal, Social Media deal.
- Enquiry.
- Needs Analysis.
- Demonstration overall car.
- Test Drive offer.
- Follow up.
- Documentation (Cash or & Bank).
- Plan share if Auto Finance.
- Processing.
- Creation of PBO in DIMS related to New Bookings.
- Building rapport with a customer and subsequently closing the deals.
- Complete PDI (pre delivery inspection) Check the car to customer and give him details for (Registration), (Insurance car), (Tracker), Explain for car warranty before delivery overall.
- Creation Delivery order manually.
- Delivered car.
- Follow up First free inspection.
- Follow up second free inspection.
- Collection of New Vehicle Invoices & Delivering to customers.
- Providing excellent customer service to all customer, at all time.
- Training of new sales staff.
- Monthly Report to Sales Manager about Sales target.
- Weekly Report visited customer to sales manager.





## EXPERIENCE:

➤ Worked Experience in **SUZUKI PRESTIGE MOTORS** AS A SALES CONSULTANT Kahna Nau Lahore from 1<sup>st</sup> January 2023 to Feb 2024 , Authorized Dealership.

### ➤ Responsibilities:

#### ➤ Main Duties Performed:

- Generate new customer leads.
- Walk in customer deal, Telephonic deal, Social deal.
- Enquiry.
- Enter in CRM & Follow up.
- Needs Analysis.
- Demonstration overall car.
- Test Drive offer.
- Follow up.
- Documentation (Cash or & Bank).
- Plan share if Auto Finance.
- Processing.
- Creation of PBO in DIMS related to New Bookings.
- Building rapport with a customer and subsequently closing the deals.
- Complete PDI (pre delivery inspection) Check the car to customer and give him details for (Registration), (Insurance car), (Tracker), Explain for car warranty before delivery overall.
- Creation Delivery Order.
- Delivered car.
- Follow up First free inspection.
- Follow up second free inspection.
- Collection of New Vehicle Invoices & Delivering to customers.
- Providing excellent customer service to all customer, at all time.
- Training of new sales staff.
- Monthly Report to Sales Manager about Sales target.
- Weekly Report visited customer to sales manager.





## **EXPERIENCE:**

➤ Worked Experience in **GEIB LOYALTY CARD SERVICES L.L.C** IS AN AUTHORIZED SALES AGENCY OF RAK BANK AS A RELATIONSHIP OFFICER.

➤ **STARTING FROM MAY 2024 TO TILL**

### **➤ Responsibilities:**

- \*Developed Prospects for loan & credit card.
- \*Met with clients to generate new business for loans.
- \*Maintained friendly and Professional customer interactions.
- \*Create and processed new accounts for credit card.

## **SKILLS:**

- Hands on Experience of DIMS (PSMCL) CRM, follow up.
- Excellent communicator and Relationship building skills.
- Pro-active, organized and excellent team player.
- Excellent communication and interpersonal skills.
- MS words.
- MS Excel.
- Software Installation & Window Installation.

## **LANGUAGE:**

**ENGLISH**  
**URDU**  
**SARAIKI**  
**PUNJABI**

## **HOBBIES AND INTEREST:**

- I enjoy socializing with friends and family, watching TV (The Gadget show, documentaries), reading self-improvement books, and computing.

## **REFERENCES:**

- Will be furnished on demand.