

# NAVEED AHMED



## Personal Profile:

Date of birth : 1.12.1979  
Marital status : Married  
Nationality : Pakistani  
Religion : Islam  
Birth Place : Pakistan  
CPR : 791232344  
Passport number : EM1160132

## Contact

### Address:

Building- 876  
Road -762  
Flat -22  
Block -307

### Phone:

+973 33957400  
+973 36556994

### Email:

Awaraajnabi002@gmail.com

## Languages

English  
Urdu  
Arabic

## Objective:

A customer-focused sales professional with a proven aptitude for learning and demonstrating new products. A highly engaged and positive team player with a strong customer focus and the motivation to deliver exceptional sales results. Well-developed written and verbal communication skills and a professional demeanor.

## Experience

- Company : **UAE EXCHANGE (BAHRAIN)**  
Duration : April 2019 – Till Date  
Designation: **Senior sales Associate**
- Company : **NEC (BAHRAIN)**  
Duration : April 2010 – March 2019  
Designation: **Branch Manager/ Business Development Officer (BDO)**
- Company : **BAHRAIN FINANCING COMPANY**  
Duration : Aug 2007 – March 2010  
Designation : **Business Development officer**
- Company : **AL ZAIN JEWELLERS (Saudi Arabia)**  
Duration : JAN 2001 – JUNE 2003  
Designation: **SALESMAN**

### Job Description as BDO & Branch Manager:

- Finding creative ways to motivate employees to reach and exceed daily, weekly and monthly sales goals ,all while providing the highest quality of customer service to all customers.
- Developing, nurturing and maintaining relationships with referral partners, small business owners, COIs, and realtors.
- Generating leads for branch through banking lists and creativity that lead to banking opportunities.
- Scheduling staff shifts, lunches, break and time off.
- Performing daily, weekly and monthly bank audits to ensure that the branch is in compliance.
- Delegating tasks to employees appropriately while encouraging growth and career development.
- Introducing all new business and personal banking relationships to celebrate their account opening, ensure they are receiving a great customer experience and promoting the products that may have been missed.

## Education

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- ◆ FSC Government Science College, Pakistan
- ◆ BSC, Double Mathematics and Statistics, Government of Science College , Pakistan

## Trainings

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- ◆ Attended yearly trainings (3 years) on AML/CFT/PROLIFERATION on WMD and KYC policies followed in Bahrain by ACAMS professionals

## Expertise

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- MS Word
- MS Powerpoint
- MS Excel
- Customer Service
- Business Development
- Sales Managment
- Sales & Budgeting
- Journal entries
- Company financial Support system

## Skills

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- Excellent communication skills to build relations with customers face to face.
- Ability to organise and prioritise a busy diary.
- Good literacy and numeracy skills.
- Can handle large amounts of cash efficiently and accurately.
- Ability to review and resolve all unallocated payments.
- Flexible regarding your working hours.
- Practical experience of processing and controlling a cash book.
- Effective time management and be able to prioritise.

REFERENCES – Available on request.