

# MUHAMMAD ABDULLAH AZIZ

## Career Statement:

Diligent individual looking to explore challenging but rewarding position and gain exposure to another aspect of higher education by leveraging multi-tasking abilities and organizational skills.

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Date of Birth: 31-10-1994

## Educational Qualifications:

### **MBA (Marketing)**

Karachi University Business School - 2021

### **BA in Economics**

University of Karachi - 2016

### **A-Level**

Foundation Public School - 2013

### **O-Level**

As a private candidate - 2011

## Experience:

### **Officer Grade 2**

**International Division, Bank AL Habib**

**Limited**

12/2019 – 03/2022

*Identifying potential countries and Banks for establishing a business relationship. Moreover, coordinating with Representative Offices of the Bank at overseas locations offering potential business opportunities.*

### **Customer Service Analyst**

**BPO organization for UK based client**

04/2018 – 12/2019

*Enhancing customer experience, generating potential leads as per the company's standard operating procedure and keeping track of all the required documents.*

### **Sales and Marketing Executive**

**Marcus Evans, multinational company**

10/2016 – 03/2017

*Performing detailed research work and executing strategies*

## Key Skills and Attributes:

- Ability to perform well in a collaborative work environment.
- Good communication skills and proactive approach so as to accomplish organizational goals.
- Professional demeanor to become a valuable asset to the company by integrating problem solving strategies.
- Enthusiastic nature in order to seek career growth based on performance.
- Knowledge of Microsoft Office(Excel, Word and Power Point)

## Extracurricular activities: =

- Certificate of completion – Fair Treatment of Customer 2021 by Bank AL Habib Limited
- Held volunteering position in different charitable and social events such as Children's Carnival 2016 by The Citizens Achieve of Pakistan, The Grand Turkish Festival 2016 celebrated at Port Grand Pakistan, 1st Youth National Energy Conference by Youth Affairs Department Government of Sindh in 2012 and so on.
- Participation in different recreational activities.

## Languages known:

- English
- Urdu