

CURRICULUM VITAE

MOHAMMAD NASRULLAH KHAN NIAZI

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OBJECTIVE

A challenging position to capitalize on acquired expertise in Private & Govt. Service.

STRENGTH

- Comprehensive experience in Marketing, Operations, Customer Services, Consumer Finance, Collection, Recovery, Legal Affairs, Human Resource, Administration & Managerial skills.
- Proven ability to work effectively in both independent & team situations with positive results.
- Personable, persuasive & able to build instant rapport.
- Analytical, diplomatic & skilled in negotiations.
- Assertive in dealing with people with strong communication & interpersonal skills.
- Energetic & self-motivated team player. Ambitious & flexible adapt to changing environments to relocate.
- Extensive traveling within country.

PROFESSIONAL EXPERIENCE

SUZUKI RACECOURSE MOTORS -Rawalpindi

Manager – Corporate Sales

January 2022 to date

i) Managed all visits and meetings with Government, Semi government, Corporate Sectors (Banks & Pvt. Cos), Defense Organizations, Private offices including distributors, NGOs, Multinational Cos., Pharmaceuticals, Telecom Sectors, Travels and Tours operators etc. etc. ii) Prepared weekly visits report for the management. iii) Designing and implementing a strategic sales plan that expands company's customer base and ensure its strong presence, also support to our sales team on important accounts including communication between client and our sales team.

KIA MOTORS METROPOLIS-Islamabad

Manager – Corporate Sales

October 2021 to January 2022

i) Managed all visits and meetings with Government, Semi government, Corporate Sectors, Private offices including distributors, Pharmaceuticals, Telecom Sectors, Travels and Tours operators etc. etc. ii) Managed the presentation for all corporate sectors organizations as per their requirement. iii) Prepared monthly visits report of sales person for the management. iv) Designing and implementing a strategic sales plan that expands company's customer base and ensure its strong presence, also support to our sales team on important accounts including communication between client and our sales team.

KIA MOTORS METROPOLIS-Islamabad

Manager – Lease/Finance

December 2021 to Oct 2021

i) Managed all scheduled Bank's agreements, inductions and correspondence, ii) Managed all sales teams member's visits including corporate sector, iii) Managed all meetings with Bank's high-ups (RSM, ASM and Team Leaders) with our Management, iv) Managed all the Road Show display of new products in front of Bank's and at Showroom Display, v) Scheduled visits to all banks in our vicinity and outstations

FALCON-I TRACKING CO. LTD

Branch Manager – North Region

August 2018 to January 15, 20021

i) Developed business plan and sales strategy for the market that ensures attainment of company sales goals and profitability ii) Prepared action plans by individuals as well as by team for effective search of sales leads and prospects. iii) Provides feedback to senior management regarding performance. iv) Assists in the development and implementation of marketing plans for Banks, Insurance Companies, Corporate, SME and Individual customers as needed. vii) Initiate and coordinates development of action plans to penetrate new markets. viii) Resolve the queries of Corporate clients Automobile Dealership and Individual to minimize the communication gap. ix) Supervising the operational activities of sub-branch offices. xii) Making weekly/monthly marketing plans for the staff and getting them implemented.

ASKARI GENERAL INSURANCE CO. LTD

Manager Marketing

March 01, 2013 to July 2018

Responsible for the development, management, and execution of an annual agency plan for Auto, Fire, Marine, Health etc., as well as overall territory strategy and an agency management process that facilitates profitable premium growth within an assigned geographic territory, collaboration with Marketing, conducts analysis of assigned territory/universe to understand available opportunities and potential for profitable growth. Participates in joint visits with agent/broker on new business proposals, renewal proposals and service presentations, as necessary.

ASKARI BANK LIMITED

Mar 2010 to February 2013

Regional Manager Recovery/Collection & Legal - North Region

i) I managed the Recovery department of Auto Loan, and House Mortgages of North Region. ii) Assigned Target to Recovery/Collection Staff and measure their performance, over all manage the NPL's of North iii) Performed special targeted recoveries as directed by the Senior Management and complete performance report. iv) Member of Fraud Management Unit (FMU). v) Monthly visited of the Branches (Islamabad, Rawalpindi, Mirpur, Chakwal, Abbottabad, Peshawar, Mardan and Swat) to meet customers (defaulters) with negotiation settlement plan in these areas. vi) Ensures that adherence to Quality Standard and performance of Recovery Department staff are maintained in line with the laid down policies & procedures of the Bank. vii) Attends Legal cases under litigation in co-ordination with Legal Department to prepare weekly/Monthly collection/recovery report for the management. viii) Prepare and appear Banking and Civil Court cases of Recoveries. ix) Actively participated to appear in Banking Court/High Court on behalf of the company.

ASKARI LEASING LIMITED

May 2008 to Feb 2010

Regional Manager Collection, Recovery & Legal North Region

i) Managed the Recovery, Repossession and Legal matters of North Region. Performs periodic review of Recovery Dep. portfolio and arrange monthly reports on the recoveries. ii) Scrutinizes all documentations, cases assigned to Recovery Dept. by branches and Corporate Banking Div. to identify discrepancies. iv) Re-verification of the default customers. Visit to the chronic customers to settle the account. v) Monthly visits of the Branches (Islamabad, Rawalpindi and Peshawar) to meet cooperate and individual customers in these areas also visit our SBOs (Abbottabad, Swat, Mardan, Mirpur and Chakwal.) vi) Supervising/Manage the recoveries and court cases activities of SBOs. vii) Prepare Banking and Civil Court cases for Recovery file suite. Attends Legal Experts appointed by the Courts of Law regarding delinquent cases under litigation in co-ordination with Legal Department.

RAWALPINDI ISLAMABAD MARKETING SERVICES

May, 2006 to May 2008

Area Manager – Sales & Marketing

i) Developed business plan and sales strategy for the market that ensures attainment of company sales goals and profitability also manage the supply chain ii) Prepared action plans by individuals as well as by team for effective search of sales leads and prospects. iii) Provides feedback to senior management regarding performance. iv) Initiated and coordinates development of action plans to penetrate new markets. v) Resolved the queries of retailers also visit distributors/retailers to minimize the communication gap. vi) Supervising the operational activities of sub-branch offices. xii) Making weekly/monthly marketing plans for the staff and getting them implemented.

ASKARI LEASING LIMITED

Sep 2002 to April 2006

Manager Operations & Assistant Branch Manager – Rawalpindi Branch

i) Senior Member of Branch Credit Committee. ii) Operational Management of the Branch and additional charge of Recoveries. iii) Managing Branch affairs in the absence of Branch Manager. iv) Responsible for Credit approvals of Auto Financing/ Lease (Corporate, Documented and SME) v) Management and development of Customer Service team. vi) Looking after verification of individuals, evaluation of assets and monitoring credit risk. vii) Identify and highlight major issues faced by customers and solve them within minimum time. viii) Ensure achievement of required customer service standards. ix) Prepare weekly progress report of Sales Staff.

Manager HR/Administration at H.O.

June 1993 to Sep. 2002

i) Handled all types of matters related HR/Admin Looking after all the company affairs like, Arranged and to coordinate Company Conferences, Events, meetings of high levels officials of GOP and Foreigners, hotel accommodation and travel arrangements ii) Liaison with Branch Managers regarding recruitment, renovation, purchasing furniture and acquire office space on rent. iii) HR recruitment, APR Review, planning and development, updated employee's files record, Assets acquisition and maintenance. iv) Payroll and advances processing, Manage HR policies and control, Maintain employees record like, personal files, medical, life insurance, etc. v) Make legal agreements to hire sub-offices for expending the business

USAID/Islamabad

Mar. 87 - Jun 93

Project Coordinator/Executive Secretary:

Office of Agriculture and Rural Development (O/ARD), USAID/Islamabad, Pakistan.

i) Provide office support to the Division Chief. ii) Provide project coordination, logistic, financial and technical support to projects Directors/Management staff situated at NWFP and Tribal Agencies in Pakistan. iii) Arrangements for TDYERs, COPs, Travel, Hotel accommodation, visa and security arrangement for foreigners, Pick-Drop for foreign delegations. iii) Scheduled a number of meetings with Gov. of Pakistan and USAID's officials. iv) Provide project coordination, logistic, Financial and Technical support to projects Directors/Management staff situated at NWFP and Tribal Agencies in Pakistan.

EDUCATION

- **M.B.A.** – Major in Marketing (GPA-3.5)
- **PGD** – Islamic Banking & Finance Intl. Islamic University, Islamabad

COMPUTER SKILLS

Highly Comfortable with:

I) Microsoft Word II) Microsoft Excel III) Microsoft Power-point, Internet etc. etc,

AWARDS

2001	Awarded in recognition of outstanding performance,	Askari Leasing Ltd
1998	Awarded in recognition of outstanding performance,	Askari Leasing Ltd.
1994	Awarded in recognition of outstanding performance,	Askari Leasing Ltd.
1993	Awarded in recognition of high level performance,	USAID/Islamabad

COURSES

1. Creating Influence & Impact – 3days course	by Askari Bank	2012
2. Prevention of Frauds/ Forged Signature Detection etc. etc.	by Askari Bank	2012
3. Decision Making and Problem Solving 3 days' workshop	by Askari Bank	2010
4. Negotiation Skills 3 days' workshop	by PIMS	2004
5. Customer Care-Managing Quality Customer Services 2 days	by Askari Bank	2005
6. Communication and Record Management Workshop 3days	by USAID/ISB	1989