

Rodain Jamil

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Zarghoon Road Quetta

PROFILE

Strategic and experienced individual known for driving organic results, influencing across all levels of the organization, connecting multiple dots into a broader picture, facilitation skills, communication skills, building effective teams, and engaging employees. A highly collaborative and accomplished leader with expertise in social media, operations and community management, and interactive marketing.

Academically, an MBA with majors in Marketing from University of Central Punjab and an undergraduate degree in Business and Marketing from University of Central Punjab Lahore.

EDUCATION

2020-2022

Master's in Business Administration

University of Central Punjab- Lahore, Pakistan

2015-2019

Bachelor's in Business Administration

University of Central Punjab- Lahore Pakistan

PROFESSIONAL EXPERIENCE

May 2023-
Present

Pakistan Revenue Automation (Pvt) Limited

Facilitation Officer

Job Responsibilities

- To Facilitate taxpayers on help desk counters.
- Assisted in the Provincial and Federal Tax matters.
- Provincial and federal taxes i.e. Sales Tax on services and Goods, Income Tax Returns (IT-1, IT-2, etc.), Wealth statement (Property Details), etc.
- Assistance in Broadening of tax Base (BTB Project) by using Land / property / estate records, & Bank Accounts.
- Reviewe Sale deed / Transfer Letters / Allotment letters for the purpose of registration and tax matters.
- Prepared & Complied notices for unregistered taxpayers.
- Any other duty Assigned by manager.

Nov 2022-
May 2023

Faysal Bank

Relationship Manager.

Job Responsibilities as Relationship Manager

- Responsible to manage, develop and build assigned liability portfolio with a view to deliver the highest level of customer service, it includes deepening of existing relationship and capitalizing on cross sell opportunities in order to achieve assigned sales targets, also maintaining good relationships with existing customers.
 - Providing services to bank customers as per defined services standards.
 - Working closely with the Branch Manager in order to maximize profitability.
 - Comply with policies, procedures and regulatory requirements in day to day business activities.
 - Monitoring transaction volumes in customer accounts and insure 100% accuracy on updating risk classification in accordance with the KYC parameters.
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July 2019-
Oct 2022

Council For Community Development Balochistan

Accounts Officer

Job Responsibilities as Accounts Officer

- Creating and processing invoices
 - Cross-checking invoices with payments and expenses to ensure accuracy
 - Managing a company's accounts payable and receivable
 - Sending bills and invoices to clients
 - Tracking organization expenses
 - Processing refunds
 - Working with collection agencies on overdue payments
 - Communicating with clients regarding billing and payments
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SKILLS & ABILITIES

- MS Office (MS Excel, MS Word, MS PowerPoint)
- Fast learner and creative thinker.
- Efficient knowledge about conflict management.
- Quick understanding of the problem and respond attentively.
- Understanding of marketing plans.
- Flexible enough to adopt change Responsible.
- Negotiation skills
- Strong analytical skills
- Fluent speaker of the English Language.
- Team player
- Problem solving
- Presentation and Communication skills.

PROJECTS

- Research on **Nestle** advertisement strategies.
- Research on the Effect of consumer buying on online shopping.
- Fire Fighting and Training Sessions.
- Budgeting and developing new marketing strategies for Molty Foams.
- Cultivation of OysterMushrooms on waste paper.

CERTIFICATION AND TRAININGS

Certificate for Volunteering JZT (**Jehaad for Zero Thalassemia**) UCP.
Certificate of event managing, Participating through several societies of the university for different events.
Winner of “**Analogous Environment**” in Marketing and Supply Chain Gala 2022.
Attended Training Session of “**Negotiable Act 1881**” by Faysal Bank.

HOBBIES AND INTERESTS

- Cricket
- Chess
- Watching Movies

REFERENCES

Name	Designation	Contact	Organization
Habitan Umar	Chief Executive Officer	0336 8011150	Council For Community Development Balochistan (CCD)
Zameer Ahmed	Branch Manager	0321 3538433	Faysal Bank
Mohammad Yasir	Manager	0331 3360455	Pakistan Revenue Automation Limited (PRAL)