

SULTAN ZEB

Jan Zeb House # 7,
Street No. 01,
Ghazi Abad Colony
Main Dalazak Road, Peshawar.
Cell No: +92 314 2641414
sultanzeb9572@gmail.com

PROFESSIONAL EXPERIENCE

- **Arbab Real Estate JB Tower University Road Peshawar** *May 2024 till date*
Sales Manager
- **7 Sky Realtors Ring Road Peshawar** *Feb 2024 – May 2024*
Senior Sales Executive
- **Habib Metro Bank Ltd (OG - 2, Team Leader Autos)** *Feb 2022 – May 2023*
 - Processing & Sales Of Auto Finance.
 - Assesting Managers to Achieve the Auto Finance Goals.
 - Visits of Brancehes and sपोर्टing them.
 - Record keeping of Ato Finance
 - Daily Followups of Sales Team Of Auto Finance.
 - Sales of MPMG
 - Processing of MPMG
 - Discrepancies resolution of MPMG Cases Mark by Head Office.
 - Cases analysis of MPMG.
 - Disbursement of MPMG Cases approved.
 - Daily followup with sales team of MPMG.
- **Habib Metro Bank Ltd (OG - 2, Relationship Executive)** *April 2021 – Feb*
 - Client visits on daily basis.
 - Daily follow- up from clients on daily basis.
 - Account opening .
 - NTB Account.
 - Deepening in existing accounts.
 - Dormancy activation.
 - Consumer finance. MPMG Processing and Sale.
 - Consumer Finance RVL Processing and Sale.
- **JS Bank Ltd (MG - 2, Gold Finance Executive)** *Jun 2018 – April 2021*
 - Gold Case processing.
 - Record keeping of Gold finance cases..
 - Client visits on daily basis.
 - Daily follow- up from clients on daily basis.
 - Recoveries of classified loan.
 - Account opening for gold finance. (Running finance.)
 - Locker Operations.
 - NTB Account/ Gold Finance.
 - Deepening in existing accounts.
 - Dormancy activation.

- **APNA Microfinance Bank Limited** (Contractual, Recovery Officer) **Dec 2017 – Jun 2018**
 - Collection of debts.
 - Handling debtors enquiries.
 - Client visits on daily basis.
 - Daily follow-up from clients on daily basis
 - Tracing of customers.
 - Recoveries of classified loan

EDUCATION

- **Sarhad University Of Science & Information Technology, Peshawar**
BBA Hons (Human Resource Management) 2007-2012
- **Farabi Degree College Peshawar.**
F.Sc (Inter Science) 2005-2007
- **Sadaat Public High School Shabqadar, Charsadda.**
Matric (Science) 2004-2005

SKILL SET

- Excellent verbal and written communication skills.
- Confident and enthusiastic communicator.
- Flexibility and endurance to success in a start-up environment.
- Ability to troubleshoot major (almost all) computer problems.
- *Office automation:* MS Office suite.

INTEREST & ACTIVITIES

Net surfing for interesting and informative material.

Computer related activities i.e. computer software and computer games.

Traveling and interacting with people.

Listening music.

LANGUAGES

English, Urdu, Pashto

PERSONAL PROFILE

Father Name	:	Jan Zeb
National ID Card Number	:	17101-2555351-3
Date of Birth	:	Mar 03, 1990
Marital Status	:	Married
Domicile	:	Charsadda
Religion	:	Islam

REFERENCES

Kamran Tatari
Associate Professor
SUIT Peshawar.
Contact # 0332-9363493

Musarrat Zaman
ADC Haripur
DC Office Haripur, Pakistan
Contact # 0301-8820120