

CV

TAUFIQ AHMED SHAIKH

ADD: NEAR CHARITABLE HOSPITAL MUHALLA
MURAD WAHAN LARKANA



OBEJECTIVE

To develop my career in marketing strategy development, marketing channel management, market analysis using IT systems by learning from and contributing to a reputed national or multinational company

SKILLS

- ✓ Internet
- ✓ MS Office
- ✓ MS Project
- ✓ DIT

CONTACTS



KINGSHAIKH829@GMAIL.COM



+92331-3442472
+92332-3465149

EXPERIENCE

BRANCH MANAGER • UNITED BANK LTD • 14-MARCH -2020 TO TILL DATE

- ✓ Create strategies to grow business opportunities.
- ✓ Developing and implementing sales plans
- ✓ Identify and develop new sources of business.
- ✓ Ensure customers' financial needs are met.
- ✓ Responsible for leading a team of sales and service professional to meet and exceed sales goals and customer service targets. Building relationships with customers and identifying needs through the sale of financial products and services.
- ✓ Good sales and negotiation skills
- ✓ Any other work which may be entrusted

RELATIONSHIP MANAGER • UNITED BANK LTD • 27-JULY 2019 TO 14 MARCH 2020

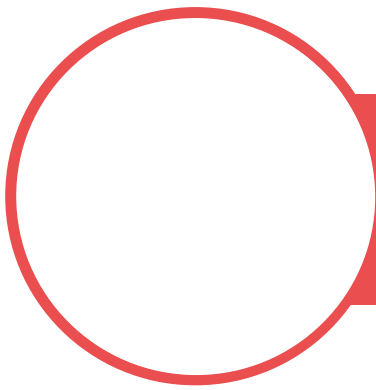
- ✓ Excellent communication and listening skills
- ✓ Confidence and Presentation skills
- ✓ Understanding and interest in financial / banking products and markets
- ✓ Ability to analyze and research information
- ✓ Ability to explain complex information clearly and simply
- ✓ Good sales and negotiation skills
- ✓ Any other work which may be entrusted

DISTRICT COORDINATOR • UNITED BANK LTD • 01-AUG -2015 TO 27-JUL-2019

- ✓ To coordinate and supervise the work of the unit
- ✓ To ensure proper compliance of the official language Act and orders
- ✓ To convene the meeting of the language Implementation Committee from time to time and prepare agenda and minutes of the same and coordinate the action to the decision of these meetings
- ✓ To prepare quarterly reports
- ✓ Any other work which may be entrusted

COMPUTER OPERATOR • AYAZ MEDICOSE • 1-AUG-2014 – 1-AUG-2015

- ✓ Manage billing invoice and Accounts ledger
- ✓ Dealing with pharmacy manager in good way
- ✓ Managing inventories
- ✓ Preparing accounts statement balance sheets
- ✓ Quarterly profit loss books



SALES OFFICER • GREEN LABLE TEA • 10-JAN-2014 – 1-AUG-2017

- ✓ Order booking and stock supplying
- ✓ Targeting new customers
- ✓ Offering new company order promotion

EDUCATION

M.A ECONOMICS • 2015 • SHAH ABDUL LATIF UNIVERSITY KHAIRPUR

2nd Division

GRADUATION • 2014 • SHAH ABDUL LATIF UNIVERSITY KHAIRPUR

2nd Division

INTERMEDIATE • 2011 • GOVERNMENT DEGREE COLLEGE LARKANA

“B” Grade (B.I.S.E Larkana)

MATRICULATION • 2009 • QUAID-E-AWAM PUBLIC SCHOOL LARKANA

“A” Grade (B.I.S.E Larkana)

PERSNOL PROFILE

- ✓ Father's Name: Rafique Ahmed Shaikh
- ✓ Date of Birth : 10-Jan, 1993
- ✓ Marital Status : Unmarried
- ✓ Nationality : Pakistani
- ✓ Domicile : Sukkur (Rural)
- ✓ NIC # : 43203-1792149-3

PERSNOL ATTRIBUTES

- ✓ Self-motivated and reliable individual.
- ✓ Adjustable to any Kind of Challenging Environment.
- ✓ Effective verbal and written communication and conveying skills.
- ✓ Problem solver with strong analytical and numerical skills.
- ✓ Strategic thinking abilities