

Ubaid Qureshi

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CAREER OBJECTIVE

To pursue a dynamic career in an interactive environment and to set a position to utilize my professional skills to bring unmatched success to the organization through diligence, hard work, relentless strive for perfection and teamwork.

PROFESSIONAL EXPERIENCE

Business Development Executive at United Bank Ltd:04th Feb 2013 to 30th May 2024

As a BDE (Business Development Executive), my responsibilities include:

- **Client Acquisition:** Identify and target potential clients to expand the bank's portfolio in personal and business banking services.
- **Relationship Building:** Establish and maintain strong relationships with existing and new clients to foster customer loyalty and retention.
- **Sales & Revenue Growth:** Drive sales of financial products and services, such as Debit cards, investment solutions, and insurance offerings.
- **Market Research:** Conduct market research to identify trends, competitor offerings, and customer needs to strategically position UBL's products.
- **Product Promotion:** Promote and cross-sell UBL's financial products and services to both retail and corporate customers to achieve business targets.
- **Client Consultation:** Provide financial advice and consultation to clients, helping them select the most suitable banking products based on their needs.
- **Financial Solutions Customization:** Work closely with clients to design customized financial solutions that meet their unique requirements.
- **Compliance & Regulations:** Ensure all business development activities comply with UBL's policies, financial regulations, and legal requirements.
- **Networking & Events:** Attend industry events, business forums, and networking opportunities to promote UBL and attract new clients.

Financial Services Officer/Kpo at Telenor Franchise Taxila:01st Jan 2010 to 01st Jan 2013

As a FSO of the franchise, my responsibilities include:

- **Customer Account Management:** Handle customer queries related to billing, payments, and account balances.
- **Payment Processing:** Ensure timely processing of payments for Telenor services and products, including mobile plans, accessories, and recharges.
- **Financial Reporting:** Prepare daily, weekly, and monthly financial reports, tracking sales, transactions, and reconciliations.
- **Cash Handling:** Manage cash and card transactions, ensuring accuracy and compliance with company policies.
- **Inventory Control:** Oversee stock levels of products (like SIM cards, phones, etc.), tracking inventory turnover and replenishment needs.
- **Sales & Revenue Targets:** Support the achievement of sales and revenue goals by assisting in product promotions and upselling.
- **Compliance & Audits:** Ensure adherence to financial regulations, internal controls, and audit processes.
- **Customer Billing Support:** Resolve billing discrepancies and assist customers with account-related inquiries and adjustments.
- **Data Entry & Record-Keeping:** Maintain accurate and up-to-date financial records, including customer accounts and payment history.

- **Collaboration with Teams:** Work closely with sales and customer service teams to address financial concerns and provide seamless service.

Accountant at Warid Franchise Wah : March 2006 to Dec 2008

As an Accountant, my responsibilities were:

- Maintains customer confidence and protects operations by keeping financial information confidential.
- Cash Management
- Inventory Management and Stock Handling
- Customer Services
- Post Paid Billing
- Guarantee 100 % accurate information capturing for all customers on the portfolio.
- Customer awareness of regarding Warid Post Paid
- Coordination with Coordinators/Franchisee for any query/issues.

Achievements

- Score 1st Position in utility bill payment(UBP) in North Campaign 2017
- Scored maximum OMNI mobile account opening in North-1 campaign 2014
- Scored 2nd Position in Telenor Easy Paisa National Campaign 2014
- Highest VAS(Value Added Services) Sales within a day in Mission 360 North-1 Campaign 2014
- Scored 3rd Position in IHT(International Home Transfer) Campaign 2013

EDUCATION

1. B.A (Allama Iqbal Open University) 2025

(Majors: Political Science , History , sociology)

2. D.A.E (Swedish Institute of Technology Wah cantt) 2006

(Majors: Information Technology)

- Principle of Computer Information
- Computer Hardware
- Networking
- C++
- HTML

3. Matriculation (Board of Intermediate and secondary Education, Hyd) 2002

ADDITIONAL SKILLS

- Manage Operations
- Manage Accounts and Cash
- Leadership & Presentation Skills
- Strong follow ups & Communication skills
- Time management & Event Management
- Sharp Decision Making Ability to manage high level people
- Team building & Pressure Handling
- Project handling
- System related knowledge like Siebel,POS,STS (Tracker),Fundamo,AKSA, Service Manager (ESS)
- Xpress money functioning

EXTRACURRICULAR ACTIVITIES

- Member of School Cricket Team: 2001
- Runner-up in inter school's badminton competition: 2000

INTERESTS

- Cricket, Volleyball, Badminton & Travel
- Current Affairs, Business development, Like Entrepreneurship
- Making new business plans & brainstorming regarding problem solving

TRAININGS

- **Jubilee Life Insurance** By Syed Muhammad Kashif Salman (RM) 2015
- **Strategic Time Management** By Sultan Muhammad in 2010

REFERENCE

Reference will be provided on request.