

Curriculum Vitae

**Atique-ur-Rehman**

**Address:** House # C/142 Mir colony Tando jam

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**E-mail:** bughiot@gmail.com

**objectives**

# To utilize skills more effectively accept challenges and deliver quality of service with quality organization for a responsible and challenging position.

**Personal information**

# **Father’s Name** : Aziz-ur-Rehman

# **Surname**  : Bughio

# **Date of birth** : 30-09-1982

##### **Nationality** : Pakistani

##### **Marital Status**  : Married

**Address** : House # C/142 Mir colony Tando jam

**Educational Career**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | Board / University  | Year of Passing | Grade / Division |
| B.A | University of Sindh, Jamshoro  | 2007 | 2nd Class  |
| Intermediate (Pre-Medical) | B.I.S.E. Hyderabad  | 2004 | 2nd Division  |
| Matriculation (Science) | B.I.S.E. Hyderabad  | 2002 | 1st Division  |

**experience**

# **Sales Consultant**

# *EFU Life Assurance Ltd. From: 1st August 2007 to 1st August 2009*

# ***Job Description***

EFU Life insurance products that provide value and long-term protection for family. Products such as term assurance, critical illness, education and pension planning solutions as well as protection products are part of our extensive product portfolio. To further strengthen the strong relationship with our clients we have products dealing with the savings and protection needs of the female population, financial planning by grandparents for their grandchildren and a child marriage plan.

# **Branch Collection Officer**

# *NIB Bank Tando Allahyar Branch From: 1st August 2009 to 2013*

# ***Job Description***

Relation with customers all Salaam Banking Products and Matters, Salaam Accounts Opening and Salaam Business Loan Products, Conduct Meetings with Businessmen’s about liabilities and assets, possess all Salaam loans cases. At 1st Stage after receiving the flies, the support analyst performs a comprehensive credit review to check that the application meets basic criteria along with completeness and adequacy of the attached documents.

# ***Key Responsibilities***

# Working as Team leader in all recovery and assets activities.

# To build relation with customers as assigned zone.

# To introduce the terms and conditions of Salaam baking products.

# To participate in making documents.

# Coordinating events, letter drafting and follow ups.

# Collection and participate in whole recovery process.

# Interpersonal and influential presentation and communication.

# Administrative support services by making officer layout.

# Preparing accounting sheets and statements.

# Pre-screening and review of application with all the mandatory checks and policy including application, legal documents, CNIC and relevant income documents duly original seen and attested by the authorize signer.

# Handing over address verification reports to verification unit (EAMVU) and documents (salary slips/ salary certificates / banks statements).

# Telephone Verification of Office, Residence and cross verification of references if the applicant found suspicious or false information has been given.

# NADRA Check It’s an online CNIC checking facility to validate applicant’s nationality and details).

# Use t24 software for accounts statements.

# Preparation of MIS for Approved / Reject / Cancel Application.

**OUTLET MANAGER AT OXFORD KNITTING:**  *From Feb 2017 to up to date*

* Interpersonal skills and customer care expertise.
* Outlet account management
* Stock and inventory maintenance.
* Sales and Cash responsibilities.
* Sale team leader/ leading qualities to exhibit effective working environment.

**SOFTWARE / EDUCATION SKILLS:**

* **Microsoft Office Suite**
* Well versed with Microsoft Word, Microsoft Excel & Microsoft Power Point.
* Well versed with Internet applications & Computer Hardware.
* EOBI Software.
* Dot Net
* Excellent Communication & Leadership Skills

**INTERESTS:**

* Reading academic books, newspapers, magazines, web surfing.

**Languages**

# Sindhi, Urdu, English (Speak / Write / Read fluently)

**REFERENCES:**

* Will be furnished on demand.

**other skill**

* Excellent Driving.