



Atique-ur-Rehman Bughio

Add: H.No:142 C Mir Colony Tando Jam Distt: Hyderabad, Sindh Pakistan

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OBJECTIVE

To be an expert in practical field through commitment, perseverance and continuous improvement.

QUALIFICATION

Bachelor 2007	Arts University of Sindh, Jamshoro	2nd Class
Intermediate 2004	Pre-Medical BISE, Hyderaabd	2nd Division
Matriculation 2004	Science BISE, Hyderaabd	1st Division

EXPERIENCE

1- Sales Consultant

EFU Life Assurance Ltd.

From: 1st August 2007 to 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.

2- Branch Collection Officer

NIB Bank Tando Allahyar Branch

From: 1st August 2009 to 2013

Key Responsibilities

- Working as Team leader in all recovery and assets activities.
- To build relations 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 the whole recovery process.
- Interpersonal and influential presentation and communication.
- Administrative support services by making an 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 authorized signer.
- Preparation of MIS for Approved / Reject / Cancel Application.3-

3- OUTLET MANAGER
OXFORD KNITTING

From Feb 2017 to August 2022

Key Responsibilities

- 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.

4- SAFETY WARDEN

Shell Pakistan

From Dec 2022 to Date

Key Responsibilities

- To promote safe practices at the job site
- To enforce safety guidelines and policies.
- To train the workers and customers with all procedures and protocols and the company's emergency response plan.

STRENGTHS

- ✓ Strong Team Building and Leadership skills.
- ✓ Excellent Communication and Negotiation skills.
- ✓ Strong Organization and Time Management skills.
- ✓ Strong Interpersonal skills.

LANGUAGES

- ✓ Professional Command (English, Urdu & Sindhi and Saraiki)

COMPUTER SKILLS

- ✓ Professional Command (MS Word, MS PowerPoint, MS Excel & Internet etc).

PERSONAL INFORMATION

Father's Name : Aziz-ur-Rehman Bughio

Date of Birth : 30-09-1982

Nationality : Pakistani

REFERENCES WILL BE FURNISHED UPON REQUEST