

# Muhammad Sachal

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## SUMMARY

I am Finance Trade Executive at Euro Exim bank USA, where I support the Trade management and reporting of various projects and programs. I use my analytical, communication, and teamwork skills to collect, verify, and update financial data, prepare reports and presentations, and troubleshoot any issues or discrepancies. I have received positive feedback from my supervisors and colleagues for my accuracy, efficiency, and problem-solving abilities. I have a keen interest in data analysis and how it can be applied to enhance financial performance and decision-making. I have gained hands-on experience in various sectors, such as publishing, asset management, insurance, and commodities, through multiple internships. I am eager to learn new things and apply my knowledge and skills in a challenging and dynamic environment. I am determined to achieve my goals and never give up until I finish something. I get along well with all kinds of people and value diversity and inclusion. I am looking for an opportunity to grow and develop my career in finance and data analysis.

## WORK EXPERIENCE

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**01/2024-Till Up-to-date**      **Trade Finance Executive**      **Exim Euro Bank**

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main duties and responsibilities.

- Constantly source new clients and market EEB's products & solutions to achieve the revenue targets set for you in the territory assigned.
- Provide services with utmost efficiency by ensuring timely execution of client contracts within the agreed timeframes and costs.
- To promote Bank by expanding its scope e.g opening new accounts for Customers; in the territory assigned or any other places to enable the clients to make swift and easy transfer of funds; and to undertake other related activities to support sales of our Bank's products.

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**02/2023 -12/2023**      **Data Assistant**      **UNICEF**      **Hyderabad, Pakistan**

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main duties and responsibilities.

- Responsible for all data maintaining, supporting, management and proper compilation at provincial level.
- Follow up all data with the districts concerned Staff.
- Coordinate closely and on daily basis with the monitoring and evaluation officer on all data collection, data entry and data analysis.
- Record all feedback
- Update and maintain all M&E databases.
- Cascade training to team supervisors, Uc level and district level.

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02/2018 -05/2022      *Operation Officer      United Bank Limited Fund Managers      Karachi, PK*

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**main duties and responsibilities.**

- Settlement of Client's Accounts.
- Calculate brokerage house commission using eBooks Software.Responsible for Client's
- Account opening on TAMS Software.Prepare Monthly Revenue Files.
- Calculate Commission, Tax and Withdrawal of Physical Commodities.
- Allocation of Client Funds
- Prepare report on traded volume of last working day on daily basis.

**EDUCATION**

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*01/2015 -01/2018      Bachelors in Business Admintration      ilma University      Karachi, Pakistan*

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**RELEVANT SKILLS**

- MS Word
- MS -Excel
- Peach tree
- Quick Books
- Tally erp

**Languages:**

1. English
2. Urdu
3. Sindhi

**PROFESSIONAL CERTIFICATIONS**

*Certified Accounting Software Professionals*

- MS -Excel
- Peach tree
- Quick Books