**Nadeem Nawab**

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Mob No: +97152-9690551

**PROFILE SUMMARY**

To achieve the acme in the field of sales, marketing, operations & problem solve techniques by working assiduously to achieve zenith of competency level and most importantly becoming a responsible and contributing team-man to the cause of company's growth and excellence in career ahead. Nevertheless to say, I am in search of an opportunity which is beneficial to the organization and me.

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| **STRENGTHS** |
| * 10+ years of experience.
 | * Conducted surveys and analyzed results.
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| * Established and improved client communications; maintained ongoing relationships.
* Addressed customer inquiries; interpreted and delivered information; proposed suggestions; provided guidance; identified, investigated and negotiated conflicts
 | * Coordinated, planned and contributed at trade shows and special events.
* Reviewed and analyzed insurance applications and documents; expedited materials; evaluated and audited medical data.
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**ACADAMIC CREDENTIALS**

**Bachelor of University of Karachi, 2002 (Pakistan )**

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| * **CAREER PROGRESSION**

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| 1. **Credit Analyst& Processor (From September, 2015 till date)-**

**Emirates Islamic**  |

  **Duties and responsibilities at Emirates Islamic 🡺*** Preparing Offer Letters as per the HOC approvals.
* Evaluating Proposals on the applicants past repayment history.
* Collateral tracker to be maintained for all Corporate secured funding.
* Review the complete set of documents prior to disbursal of the facilities.
* Handling Physical files for all the cases of corporate channel assigned.
* Maintaining TAT sheet for the cases Processed & ensuring that the TAT is met.
* Conducting all necessary checks for the proposed cases on the documents provided.

Aseel Islamic Finance ( FGB-SME)**As Senior.Sales Executive.( From 08 Mar 2014 to 30 July 2015)** **Duties and responsibility at Aseel Islamic Finance** 🡺* Initial review of all applications sourced by the team prior to processing of the File.
* Data entry of all applications sourced by the team & scanning the required documents in the case.
* Initial review of all applications sourced by the team prior to processing of the File.
* Review on all the disbursal documents to be submitted post approval
* Coordinating with the operations team for the disbursals in the specified TAT.
* Acting Team Leader, Responsible for Handling Team and ensuring that the Individuals Target is achieved.

 **3. MAF Finance LLC. (Najm Credit Cards)** As **Sales Executive. From 20 August..2011 To 31.December .2013.**     **3. Assistant Team Leader (From May, 2013 to August 2013) - Barclays** |
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 **Duties and responsibilities at MAF Finance 🡺**

* New business acquisition through open market sourcing.
* Visiting companies and listing them with bank.
* Identifying potential customers generating business through cold calls.
* Insuring regulatory compliance in every customer sourced.

**4-** **Barclays bank (Dubai) Credit card )**

***As Sales Executive from July,2007 to Dec, 2010***

**Duties and responsibilities at Barclays bank**🡺

* + Selling of corporate products (PDC Loans).
	+ Visiting companies and listing them with bank.
	+ Maintaining effective business relationship.
	+ Providing quality customer service in accordance with the customer’s requirement.
	+ I have expanded 5 unlisted companies listed with Barclays as per bank Procedure and policy.

**5 - UM Medical Center (Malaysia)**

**As call center officer March 2006 to April 2007**

 **Duties and responsibilities at UM Medical center** 🡺

* Properly directed inbound calls in phone queues to improve call flow.
* Made reasonable procedure exceptions to accommodate unusual customer request.
* Provided accurate and appropriate information in response to customer inquiries
* Developed effective relationships with all call center departments through clear communication
* Built customer loyalty by placing Follow – up calls for customer who reported products issues.

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| **PERSONAL DETAILS**  |  |
| Nationality : Pakistani |  |
| Date of Birth | : 22th Nov 1976 |
| Marital Status | :Married |
| Visa Status | : Employment Visa |
| Driving License | : Valid UAE Driving License:  |

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| **Languages**  | **Level**  |
|  **English**  | Read, Write & Speak  |
|  **Arabic**  | Read ,Write & Speak |
|  **Urdu**  | Read, Write & Speak  |