




## **Sales & Business Development Professional**

Contact Number: 971582609237  00923330495984

Passport # AU1221592

Email ID: [malik.aamir5347@gmail.com](mailto:malik.aamir5347@gmail.com)

Nationality: Pakistan

UAE Address : Villa number 150 Al-hamriya Deira Dubai

### Career Summary

Through a splendid Fifteen years of Practical career I feel that my greatest strengths are firstly my strong commitment to give the best possible at work. Good at working efficiently as part of a team and forming solid personal bonds with staff members. Thirdly my desire everything possible to ensure that my organization not only meetsbut indeed exceeds all of the goals and targets set for it

- Fastidious with keen eye for details
- High Network -Corporate Clients
- Finance
- CRM Implementation-Oracle
- Professional Marketing Skill
- Strict Compliance to Set Policies & Standards

### Employment Experience

#### **IMARAT Group of Companies Islamabad**

Dec 2020 to Till Date

Business Development Manager

#### **Responsibilities:**

- Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms
- Determine clients' needs and financial abilities to propose solutions that suit them
- Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing
- Perform comparative market analysis to estimate properties' value
- Display and market real property to possible buyers
- Prepare necessary paperwork (contracts, leases, deeds, closing statements etc)
- Manage property auctions or exchanges
- Maintain and update listings of available properties
- Cooperate with appraisers, escrow companies, lenders and home inspectors
- Develop networks and cooperate with attorneys, mortgage lenders and contractors
- Promote sales through advertisements, open houses and listing services
- Remain knowledgeable about real estate markets and best practices

## Silk Bank Islamabad

Nov 2013 to Dec 2020

Business Development Manager (Sales)

### Responsibilities:

- Team Manage
- Daily Team meeting about individual targets.
- Personal loan/Ready Line applications, in accordance with bank credit policy.
- Smooth processing of all loan applications i.e. monitoring of all loan application during processing in different concerned departments (Personal Loan, Ready line).
- Coordination with cross functional departments in due course of processing the loan.
- Filling & maintenance of all customers' data for record keeping.
- Responsible for inwards & outwards customer queries & correspondence.
- Daily & monthly reporting of different MIS to Regional Sales Manager
- Reviewing ECIB report, Data check report & CNIC verification report.
- Finally signing of all loan applications from concerned authorities

## Barclay Bank

Aug 2008 to Nov 2013

Personal Banking Consultant

### Responsibilities:

- Personal loan applications, in according to the bank's credit policy.
- Smooth processing of all loan applications i.e. monitoring of all loan application during processing in different concerning departments (Personal Loan).
- Coordination on behalf of Personal Loan.
- Filling & maintenance of all customers' data for record keeping.
- Responsible for inwards & outwards customer queries & correspondence.
- Daily & monthly reporting of different MIS to Regional Sales Manager
- Reviewing ECIB report, Data check report & CNIC verification report.
- Finally signing of all loan applications from concerned authorities.

## ABN-AMRO Bank Limited

Apr'07 to Aug' 2008

Personal Banking Consultant

### Responsibilities:

- Credit card applications, in according to the bank's credit policy.
- Smooth processing of all Card applications i.e. monitoring of all Card application during processing in different concerning departments (Credit Card, BTF & Personal Loan).
- Coordination with customer on behalf of Personal Loans, Credit Card & BTF.
- Filling & maintenance of all customers' data for record keeping.
- Conducting a training session, for sales & non-sales staff, bi-monthly for policy & processing update.
- Responsible for inwards & outwards customer queries & correspondence.
- Daily & monthly reporting of different MIS to Regional Sales Manager
- Reviewing ECIB report, Data check report & CNIC verification report.

## Education and Credentials

BSC -  
Intermediate

Punjab University  
Islamia College

Pakistan (2005)  
Pakistan (2003)

## Special Skills

### ● Computer and IT Skills:

- Microsoft Office (Word, PowerPoint, Excel)
- Data Entry – Fast Typing

- Internet and Research
- All Operation System

### ● Languages:

- English –Urdu – Punjabi

### ● Strength:

- ❖ Strong verbal and written communication skills
- ❖ Self-motivation and honesty

- ❖ Excellent communication skills
  - written & verbal
  - Ability to persist with a task until objective is achieved

## References

Available upon request