



# ABDUL BARIK KHAN

Commercial Sales Rep

## About Me

Working from last 10 months in Dubai UAE as a Sales representative dealing with all banking related products like loan credit card sand business accounts etc. More than 9 years of experience in sales field including 5 years in ISO consultancy firm where I was responsible for business development Visiting companies, generating businesses and closing the deals.



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## Languages Known

- English
- Hindi
- Bengali
- Urdu

## Experience

**OG CAPITAL COMMERCIAL BROKER LLC- Dubai**  
**Commercial Sales Representative**  
**Aug 2023 to Present**

- Identify potential customers through databases, cold calling, follow up leads and telephone/personal contracts.
- Sell personal finance product to the specified customers/segments and meet monthly sales targets.
- Contact potential customers and convince them about the bank's Product offerings. Calculating Debt Burden Ratio of interested customer.
- Describing the best way to maintaining healthy Al Etihad Credit Bureau (AECB).
- Ensure that prospects are clearly communicated about the bank charges/terms and condition.
- Ensure that all the documents provided by the customer for completion the Card applications are dully checked and forwarded to relevant bank officer.
- Maintaining healthy relationship with customer by providing post service.

**JCBL | Dubai United Arab Emirates**  
**Relationship Officer**  
**Feb 2023 - Aug 2023**

- Dealing with direct products of the commercial bank of Dubai like credit cards, loan and account opening.

**Q-Tech Management Service | Kolkata India**  
**Business Sales Associate**  
**Jun.2017 - Aug.2022**

- Finding new business opportunities by regular visit to different companies Informing about products and getting leads from there.
- Understand the requirements issues and needs of the clients short term or long term goal.
- Contacting potential clients to established rapport arrange meeting with concern departments.
- Sending quotations and proposals though mails.
- Schedule and plan meetings and appointments, Regular correspondence with internal departments, internal auditors and external certification body.

## Expertise

- Cold Calling
- Referral Marketing
- Lead Generation
- Customer Need Analysis
- Helping Attitude
- After sales Service

## Driving Licnese

- Applied for Eco Drive Dubai

## Passport Info

- Passport Number : N6991351
- Validity : Feb 2026
- Visa Info : Residence  
Employment Visa
- Validity :May 2025

## Computer Knowledge

- MS Office – Excel, Word.
- Power point – Internet.

### **Declaration :**

I Hereby, declare that all the above mentioned details are true to my knowledge and belief

- Provide Assistance to clients & customers regarding the international standards to be maintained in respective organization.
- Create and update records ensuring accuracy and validity of information.
- Handling clients to create documents aligned to required standard Specification guideline so that client can obtain ISO certification.
- Billings, collection and Regular follow up for dues.
- Keeping regular contacts with the existing clients and helping them in any issues regularly.
- Maintaining healthy pipelines for future deals.

### **Stock Holding Brokers-Howrah Zone | Kolkata India Sales Associate**

**Feb.2016 - May.2017**

- Contributing towards business development in getting new Clients and broking A/mobilizing mutual funds and IPOs.
- Help Investors to make wise investment decision based on various market factor.
- Providing daily /weekly/monthly updates reports and feedback to branch manager.
- Contributing towards recovery and regular follow-up for due also visit client's places for completion of documentation initiative.
- Drive - Extra efforts and value addition to the department Contributing towards business development through cold Calling.

### **Gothic Developers | Kolkata India In-Charge**

**Sep 2011 - Jan 2016**

- Increase and apply the awareness on health and safety levels within the organizations Implement safety systems and procedures of jobs at work place.
- Monitor the construction activities at high elevations.
- Ensure the equipment's and materials are safe for use.
- Ensure all reasonable and proper measure are to be applied. Ensure waste management control.
- Provide investigation and report on working conditions to the senior officers.

## Education

### **Sikkim Manipal University | India**

Business Administration , MBA  
May 2008 - May 2010

### **Calcutta University | India**

Commerce , Graduation  
May 2005

## Certification

- AMFI -MUTUAL FUND ADVISOR MODULE- NSE - Certification In Financial Market in 2008.
- CAPITAL MARKET DEALER MODULE- NSE Certification In Financial Market in 2007.
- Financial Account short term course on Tally and fact.